

UNITED STATES GOVERNMENT  
PRINTING OFFICE  
**STYLE MANUAL**



January 1953

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142029 Healy, A.  
142029 Hess, J. A.



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UNITED STATES GOVERNMENT  
PRINTING OFFICE  
**STYLE MANUAL**

ISSUED BY THE PUBLIC PRINTER  
UNDER AUTHORITY OF SECTION 51 OF AN ACT  
OF CONGRESS APPROVED JANUARY 12, 1895

REVISED EDITION  
JANUARY 1953



WASHINGTON : 1953

UNITED STATES  
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UNDER DIRECTION OF THE PUBLIC PRINTER

JOHN J. DEVINY



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APPROVED BY  
THE JOINT COMMITTEE  
ON PRINTING



CONGRESS OF THE UNITED STATES,  
JOINT COMMITTEE ON PRINTING,  
*Washington, November 19, 1952.*

DEAR SIR: Receipt is acknowledged of the proof pages of the Government Printing Office STYLE MANUAL for inspection and approval.

The STYLE MANUAL as compiled and submitted is approved by the Joint Committee on Printing.

Respectfully,

CARL HAYDEN,  
*Chairman.*

To the PUBLIC PRINTER,  
Government Printing Office.

# EXTRACT FROM THE PUBLIC PRINTING LAW

OF JANUARY 12, 1895



SECTION 51. THE FORMS AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY ANY OF THE DEPARTMENTS SHALL BE EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE TO BE USED, SHALL BE DETERMINED BY THE PUBLIC PRINTER, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED (U. S. C., TITLE 44, SEC. 216).



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Suggestions  
to  
Authors

General  
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Capitaliza-  
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Guide to  
Capitaliza-  
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Spelling

Compound  
Words

Guide to  
Com-  
pounding

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Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Italic

Signs and  
Symbols



## 1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This **STYLE MANUAL** is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Copy must be carefully edited in accordance with the style laid down herein before being sent to the Government Printing Office. Changes on proofs add greatly to the expense and delay the work.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

1.4. Copy should be sent flat, with the sheets numbered consecutively, and typewritten on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished.

1.5. To avoid mutilation of copy, each page should begin with a paragraph.

1.6. Tabular matter should be on sheets separate from the text, as it is handled separately during typesetting.

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.8. Manuscript and typewritten copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

1.9. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page.

1.10. Photographs, drawings, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title.

1.11. A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (U. S. C., title 44, sec. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

1.12. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

1.13. Samples should be furnished if possible. They should be plainly marked, showing whether they illustrate the desired type, size of type page, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this **STYLE MANUAL**.

1.14. All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.



1.15. Corrections should be marked on the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

1.16. Corrections in proofs read by authors or department readers must be indicated as follows:

⊙	Period.
,	Comma.
=	Hyphen.
:	Colon.
;	Semicolon.
'	Apostrophe.
"	Quotations.
□	Em quadrat.
$\frac{1}{m}$	One-em dash.
$\frac{2}{m}$	Two-em parallel dash.
∩	Push down space.
○	Close up.
√	Less space.
^	Caret—left out, insert.
9	Turn to proper position.
#	Insert space.
⌊ or ⌋	Move to left or to right.
⌈ or ⌋	Move up or move down.
tr.	Transpose.
— or stat.	Let it stand.
8	Dele—take out.
Ⓢ	Broken letter.
¶	Paragraph.
no ¶	No paragraph.
wf	Wrong font.
∩ or eq. #	Equalize spacing.
≡ or caps.	Capitals.
= or s.c.	Small capitals.
lc.	Lowercase.
^ or 1	Superior or inferior.
— or ital.	Italic.
rom.	Roman.
⌈ ⌋	Brackets.
( / )	Parentheses.

## TYPOGRAPHICAL ERRORS

6: pt. ital. caps

S.C. It does not appear that the earliest printers had  
 any method of correcting errors before the form  
 was on the press. The learned correctors of the first two centuries of printing were  
 not proofreaders in our sense; they were rather  
 what we should term office editors. Their labors  
 were chiefly to see that the proof corresponded to  
 the copy, but that the printed page was correct  
 in its latinity, ~~that the words were there~~, and  
 that the sense was right. They cared but little  
 about orthography, bad letters, or purely printers'  
 errors, and when the text seemed to them wrong  
 they consulted fresh authorities or altered it on  
 their own responsibility. Good proofs in the  
 modern sense, were ~~not~~ possible until professional  
 readers were employed, men who had first a  
 printer's education, and then spent many years  
 in the correction of proof. The orthography of  
 English, which for the past century has under-  
 gone little change, was very fluctuating until after  
 the publication of Johnson's Dictionary, and capi-  
 tals, which have been used with considerable reg-  
 ularity for the past 80 years, were previously used  
 on the miss or hit plan. The approach to regu-  
 larity, so far as we have, may be attributed to the  
 growth of a class of professional proofreaders, and  
 it is to them that we owe the correctness of mod-  
 ern printing. More errors have been found in the  
 Bible than in any other one work. For many gen-  
 erations it was frequently the case that Bibles  
 were brought out stealthily, from fear of govern-  
 [mental interference. They were frequently  
 printed from imperfect texts, and were often mod-  
 ified to meet the views of those who published  
 them. The story is related that a certain woman  
 in Germany, who was the wife of a printer, and  
 had become disgusted with the continual asser-  
 tions of the superiority of man over woman which  
 she had heard, hurried into the composing room  
 while her husband was at supper and altered a  
 sentence in the Bible, which he was printing, so  
 that it read Narr instead of Herr, thus making  
 the verse read "And he shall be thy lord" instead  
 of "And he shall be thy lord." The word not  
 was omitted by Barker, the King's printer in En-  
 gland in 1632, in printing these seventh commandment.  
 He was fined £3,000 on this account.

e

11/2

3/8

stat.

3/10

1/10

1/10

lead.

lead.

Out; see copy.

h

lc./who

11/2

11/2

11/2

over

4/2

**1.17.** The following related Government Printing Office publications are available from the Superintendent of Documents, Washington 25, D. C.:

1. Word Division, a supplement to Government Printing Office Style Manual, fifth edition, 128 pages.

Basic rules for division of words; division into syllables of more than 12,500 words.

2. Specimens of Type Faces in the United States Government Printing Office, 262 pages.

Specimens of typefaces for Government editors, printers, and authors; varieties and sizes available; special signs, ornaments, and characters; and rules and borders.

3. Typography and Design, apprentice training series (intermediate period), 187 pages.

Twenty-four lectures, with questions for study and discussion, books for reading, and suggested projects.

4. Theory and Practice of Composition, apprentice training series (orientation period), 254 pages.

Forty lectures on type composition, with questions for study and discussion, books for supplementary reading, suggested projects, and a glossary.

5. Theory and Practice of Presswork, apprentice training series (orientation period), 248 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

6. Theory and Practice of Bookbinding, apprentice training series (orientation period), 246 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

7. Layouts for Flat-Bed, Rotary, and Web Press Imposition, 128 pages.

Most frequently used layouts of face-up impositions; types of folds; and a signature-size chart, with index.

8. Standard Ink Sample Book, 98 sheets.

Sample sheets of letterpress and offset basic ink colors stocked by the Government Printing Office.



General  
Instructions

Capitaliza-  
tion

Guide to  
Capitaliza-  
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Spelling

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Words

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pounding

Plant  
Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Italics

Signs and  
Symbols



## 2. GENERAL INSTRUCTIONS

### PREPARING COPY

**2.1.** The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and other matters of style necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked: (1) Text matter will be set in 10-point solid and tables in 6-point solid; (2) 9-unit figures will be used in tables when boldface is requested; (3) 2-point (hairline) rules will be used in tables.

**2.2.** Quoted or extract matter should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted.

**"Follow," "follow literally," etc.**

**2.3.** To prevent confusion and delay and to insure economy in printing, all copy that bears no preparation by the requisitioning agency will be set in accordance with the rules laid down in this *STYLE MANUAL*, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy "Fol." or "Fol. lit."

**2.4.** Copy marked "Fol." will be followed with respect to verbal expression, abbreviations, signs, symbols, figures, and italic, but not with respect to punctuation (including compounding) or capitalization. In "Fol." matter any spelling (not including compounding) is permissible that has the sanction of any dictionary.

**2.5.** Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. "Fol. lit." does not include size and style of type.

**2.6.** Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "Fol., incl. caps and punc." Abbreviations do not close up, even in "Fol. lit." matter, unless so prepared.

**2.7.** To insure uniform practice, a space will be used between a paragraph or section number and a following letter or figure in parentheses, as "paragraph 302 (a), section 23 (7)," even in "Fol. lit." matter, unless prepared to be closed up.

**2.8.** "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this *STYLE*



MANUAL in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation as prepared must be followed.

2.9. It is not necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as such preparation is to apply to the entire sheet; but on copy marked "Fol.," "Fol., incl. caps.," or "Fol. lit.," the preparation must be carried throughout.

2.10. Copy ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

2.11. Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this STYLE MANUAL unless authorized to do so by the Chief Copy Preparer.

#### Abbreviations

2.12. In marking abbreviations to be spelled, copy preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction.

#### Capitalization

2.13. Unusual capital and lowercase letters must be indicated.

#### Datelines, addresses, and signatures

2.14. Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate line breaks where necessary.

#### Decimals and common fractions

2.15. In figure columns containing decimals or common fractions, preparers must indicate at the top of each folio of a continued table the "clear" or space necessary to preserve proper alinement. The "clear" indicated for decimals does not include the bearoff.

#### "Et cetera," "etc.," "and so forth"

2.16. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

#### Folioing and stamping copy

2.17. Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.18. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.19. Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next and following divides to the end. Parallel tables and pasters require only one folio number on each page of copy.

#### Footnotes and reference marks

(For text, see rules 16.1–16.20, pp. 185–186; for tables, see rules 14.94–14.118, pp. 174–176.)

**Headings**

**2.20.** The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.51, p. 25.)

**Pickup**

**2.21.** The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

**Sidenotes and cut-in notes**

**2.22.** Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid.

**2.23.** The measure allowed for a cut-in note is 6 picas, unless otherwise marked, and the note bears off from the text—above, below, and at the side—not less than an em of the text type. A cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

**Signs, symbols, etc.**

**2.24.** All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

**2.25.** The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a letter or a figure.

**2.26.** Since typewriters use the same characters for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

**Letters illustrating shape and form**

**2.27.** Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in gothic—case 392 for 10-point, case 391 for 8-point, and case 390 for 6-point—except that for I-beam, cases 14, 13, and 12, respectively, are used.

**2.28.** Plurals are formed by adding the apostrophe and s, as T's, Y's, etc. *Golf tee(s)* should be spelled, as it does not indicate shape.

**2.29.** A gothic capital is not used in *X-ray*, *U-boat*, and other expressions which have no reference to shape or form.

**TYPE COMPOSITION**

**2.30.** Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

**2.31.** In correcting pickup matter, the compositor or operator must indicate what portion was actually reset.

**2.32.** Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

**2.33.** Corrections queried in a ring must not be made, as such queries are intended for the author.

**2.34.** If after a proof is read the first time, a word or line is pied or a dropout occurs, attention must be called to such mishap by marking that part of the proof "*Pied*" or "*Dropout*." If a proof is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

**2.35.** In correcting matter set on the Linotype, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as necessary. Matter must be run down to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

#### **Leading and spacing**

**2.36.** Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first line of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word is letterspaced rather than part of a long word. (See also rule 14.132, p. 177.)

**2.37.** If the last line of a paragraph follows a widely spaced line, it is spaced with en quads instead of 3-em spaces.

**2.38.** Centerheads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letterspaced words.

**2.39.** Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text. However, a head which clears the line above or below by at least 1 em requires no additional space.

**2.40.** Heads set in caps are leaded, even in solid matter.

**2.41.** "Two leads," "three leads," and similar designations marked on copy mean 2 leads in all, 3 leads in all, etc., even in leaded matter.

**2.42.** Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

**2.43.** Full-measure numbered or lettered paragraphs and quoted extracts are not separated by leads from adjoining matter.

**2.44.** Unless otherwise marked, extracts and numbered or lettered paragraphs which are set off from the text by smaller type or indentation are separated by 3 leads in leaded matter and by 2 leads in solid matter.

**2.45.** Extracts set solid in leaded matter are separated from the text by 3 leads.

**2.46.** Flush lines following extracts are separated by 3 leads in leaded matter and by 2 leads in solid matter.

**2.47.** Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

**2.48.** Legends are leaded if text is leaded and solid if text is solid.

#### **Indentions**

**2.49.** In measures less than 30 picas, the paragraph indentation is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, addresses, and signatures are indented in multiples of 1 em.

**2.50.** In matter set 30 picas or wider, the paragraph indentation is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, addresses, and signatures are indented in multiples of 2 ems.



**2.51.** In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

**2.52.** In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

**2.53.** Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

**2.54.** Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

**2.55.** Overs in flush heads are indented 2 ems in measures less than 30 picas, and 4 ems in wider measures.

#### **Legends for illustrations**

**2.56.** Legends and explanatory matter of 1 or 2 lines are centered; if more than 2 lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

**2.57.** Legend lines of illustrations which run the broad way should be printed to read up; that is, an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

**2.58.** Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

**2.59.** Periods are used at the ends of legends and explanatory matter beneath illustrations.

**2.60.** At beginning of legend, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

**2.61.** If a chart carries both a legend and footnotes, the legend is placed above the chart.

**2.62.** Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

#### **PROOFREADING AND COPYHOLDING**

**2.63.** Foremen of composing sections must see that special instructions and layout and style sheets are sent to the Proof Section with the first installment of each job.

**2.64.** Readers must consult the copy preparer's instruction sheet.

**2.65.** Speed is desirable, but accuracy is of first importance.

**2.66.** The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

**2.67.** If the reader detects inconsistent and erroneous statements, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his corrections. If he does not know, he must query.

**2.68.** If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form,

he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in question, write in the margin "Author verify," and enclose it in a ring. It is not enough to write only a query in the margin: the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

2.69. A query appearing on copy must be carried to the author.

2.70. Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

2.71. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.72. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not use the transposition mark in little-known words or in figures. He should instead cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.73. In marking errors in display or other unusual type, the case number must be indicated.

2.74. Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

2.75. On discovering evidence of wrong-font matrices, the reader must immediately inform the referee, who will notify the section concerned.

2.76. Readers must not make important changes in indentions or tables without consulting the referee.

2.77. The marks of the copy preparer must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.78. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.79. All instructions on copy must be carried on proof by readers.

2.80. Folios of copy must be "run" by the copyholder and checked against those marked on the proof.

2.81. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

### MAKEUP

2.82. Government publications will be made up in the following order unless otherwise indicated:

- a. *Frontispiece*, faces title page.
- b. *False title* (frontispiece, if any, on back).
- c. *Title page*.



d. *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.

e. *Letter of transmittal* (new odd page).

f. *Foreword*, differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page).

g. *Preface*, by author (new odd page).

h. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.

i. *Text*, begins with page 1 (if halftitle is used, begins with page 3).

j. *Bibliography* (new odd page).

k. *Appendix* (new odd page).

l. *Index* (new odd page).

2.83. An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

2.84. To number preliminary pages, use small-cap Roman numerals.

2.85. A separate cover should not be used on booklets of 32 or fewer pages (page 1 should be a self-cover or should carry a displayed title heading followed by table of contents, if any, and the text).

2.86. Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used.

2.87. If it is found necessary to make a short page, the facing page should be of approximately equal length if the text permits.

2.88. A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

2.89. If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

2.90. Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

2.91. In "cleared" indexes the words being cleared must be repeated on following page at the top of the column or page.

2.92. Continued heads over tables and leaderwork must be condensed into one line if possible.

2.93. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

2.94. Six-point notes above tables are enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the purpose of clarity.

2.95. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the centerlines should be reduced, commencing at the bottom of the page.

2.96. In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table, diagram, or layout occurs under the same conditions, the text should double up above it.



**2.97.** In matter set two or more columns to the page, footnotes to full-measure headings should be set page width, while the text footnotes should be set column width and carried at the foot of the column in which the references appear.

**2.98.** Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces between footnotes equalized, provided the spaces are not less than 2 ems.

<sup>1</sup> Preliminary.

<sup>2</sup> Including imported cases.

<sup>3</sup> Imported.

## IMPOSITION

**2.99.** A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheetwise, these companion pages are never separated; their position is determined by the fold.

**2.100.** To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet, as regards outer margins, when it is divided into halves, quarters, eighths, or sixteenths. For example, a sixteen is to be made up to 24- by 38-inch paper, side wire stitched; and half of it, the 24-inch way, is 12 inches. The width of the two type pages, say, is 48 picas, or 8 inches, and the back is 10 picas, or 1 $\frac{1}{2}$  inches, leaving 2 $\frac{1}{2}$  inches to be used as margin, one-half of which is to go on the outside of each printed page (1 $\frac{1}{2}$  inches, or 7 picas), making 12 inches in all.

**2.101.** The other two companion pages that make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

**2.102.** Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

**2.103.** If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin.

## REVISING

### Galley revising

**2.104.** The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See rule 2.115, p. 13.)

**2.105.** A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the Chief Reviser for decision.

**2.106.** In the body of the work, new pages must be properly indicated on the proof. Tables of contents, letters of transmittal, lists of illustrations, the text proper, all matter following halftitles (except parallel tables), and indexes must begin on new odd pages unless instructions to the contrary are given.

**2.107.** All instructions on proofs must be transferred to revises.

**2.108.** All queries must be carefully transferred to the revises.

**2.109.** Each paragraph containing an alteration causing an over-run should be reread.

**2.110.** Revising must be done with reasonable dispatch, but accuracy must not be sacrificed to speed.

**2.111.** Corrector's slug number must be written on revise proof.

#### Page and stone revising

**2.112.** Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed but he must be on the alert for a multiplicity of points not coming within their sphere.

**2.113.** The reviser is responsible for marking off all bleed and off-center pages.

**2.114.** A blank page must be indicated at the bottom of the preceding page.

**2.115.** Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which a correction has been made, to see that the line has been inserted in the proper place, and to see that the lines above and below have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was inserted in the wrong place or if lines have been transposed.

**2.116.** The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.

b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

e. If a revise is not properly corrected or is not reasonably free from errors, call for another corrected proof, stating number of copies wanted, and destroy all duplicates.

f. Watch for slips, dropouts, doublets, and transpositions.

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uni-



form and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

**h.** Preserve complete files of all proofs returned to the desk.

**i.** On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

**j.** When page proofs are to be sent out on partly completed jobs, fill out reviser's memorandum, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memorandum to the markoff galley and return to the Chief Reviser.

**k.** Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof, destroying the stamped proof when it has served its purpose. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office; if a dummy folio has been used and later a true folio is finally given, revert to single "R." When the "R" is not to be advanced, use an "x," as "2R<sup>x</sup>."

**l.** If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

**m.** See that rules do not lap, that work is not jammed in the lockup, that damaged letters and slips are indicated, and that the matter is ready in all respects to pass rigid inspection.

**n.** Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin and the odd-page legend on the outside margin.

**o.** If a footnote is eliminated, do not renumber the footnotes; just omit that number.

**2.117.** If the footnotes in an entire job have been made uniform, even though not according to style, do not change them.

**2.118.** If a footnote is added in proof, use the preceding number with a superior letter added, as <sup>15a</sup>.

**2.119.** Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 14.108, p. 175.)

**2.120.** In revising galleys into pages, revisers must enter on the markoff slip the number of the last footnote and see that instructions to the maker-up are followed.

#### Press revising

**2.121.** Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He is required to O. K. all forms that go to press—bookwork, covers, jobwork, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of



ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed job to the required size.

**2.122.** Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

### SIGNATURE MARKS, ETC.

**2.123.** Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

**2.124.** Figures indicating the year should follow the jacket number in signature marks:

125327—52—4	116529—52—pt. 5—3	116529—52—vol. 1—3	92694°—52—2
92694 O—52—2	92694 <sup>m</sup> —52—2	92694 <sup>v</sup> —52—2	

**2.125.** When allmark (○) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

**2.126.** The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

**2.127.** Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

**2.128.** All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

**2.129.** All offset jobs take a capital O immediately after the jacket number in the signature line.

**2.130.** When matrix is to be made of job, a superior *m* (<sup>m</sup>) is placed immediately after jacket number in the signature line.

**2.131.** All jobs having vinylite molds before printing from type take a superior *v* (<sup>v</sup>) immediately after the jacket number.

**2.132.** On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

★17234—52—2

★12-15-52

**2.133.** The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 78-1—2  
S. Doc. 57, 78-2, pt. 1—2  
H. Rept. 120, 78-2—8

S. Doc. 57, 78-1—2  
S. Doc. 57, 78-2, vol. 1—2  
S. Rept. 100, 78-2—9

**2.134.** In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

**2.135.** For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12344—52 (Face p. 10)

**2.136.** On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

**2.137.** If more than one paster faces the same page, each is numbered as follows:

12344—52 (Face p. 19)	No. 1
12344—52 (Face p. 19)	No. 2

**2.138.** When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

## REPRINTS, IMPRINTS, AND PRICE NOTICES

### Reprints

**2.139.** To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1941  
Reprinted July 1943

First printed June 1940  
Revised June 1941

Original edition May 1941  
Reprinted May 1942  
Revised July 1943

**2.140.** The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary. This applies to all reproducible, including type.

### Imprints

**2.141.** The Government Printing Office imprint must appear on all printed matter, except certain classified work.

**2.142.** Use full imprint on the title page of a congressional speech.

**2.143.** The imprint and allmark are not used together on any page; if one is used, the other is omitted.

**2.144.** The imprint is not used on a halftitle or (except on congressional hearings) on any page of a cover.

**2.145.** If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

**2.146.** The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1952.

### Price notices

**2.147.** If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

**2.148.** Price notices are not printed on congressional documents. The price notice is not considered an imprint.

Samples of imprints and price notices are given below.

**2.149.** On title page:

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1952

---

For sale by the Superintendent of Documents, U. S. Government Printing Office  
Washington 25, D. C. - Price 00 cents

**2.150.** On last page of text:

U. S. GOVERNMENT PRINTING OFFICE: 1952  
(16 points)

---

For sale by the Superintendent of Documents, U. S. Government Printing Office  
Washington 25, D. C. - Price 00 cents

**2.151.** On last page of text (usually 4 ems from right); open star (☆) indicates outside purchase:

Capitaliza-  
tion

Guide to  
Capitaliza-  
tion

Spelling

Compound  
Words

Guide to  
Com-  
pounding

Plant  
Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Itals

Signs and  
Symbols





### 3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

**3.1.** It is impossible to give rules that will cover every conceivable problem in capitalization. But by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 27 to 50 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

#### Proper names

**3.2.** Proper names are capitalized.

Rome  
Brussels

John Macadam  
Macadam family

Italy  
Anglo-Saxon

#### Derivatives of proper names

**3.3.** Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)

Johannean

Italian

**3.4.** Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lower-cased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 34 to 35.

roman (type)  
brussels sprouts  
venetian blinds

macadam (crushed rock)  
watt (electric unit)  
plaster of paris

italicize  
anglicize  
pasteurize

#### Common nouns and adjectives in proper names

**3.5.** A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue  
Washington Monument; the monument  
Statue of Liberty; the statue  
Hoover Dam; the dam  
Boston Light; the light  
Modoc National Forest; the national forest  
Panama Canal; the canal  
Soldiers' Home of Ohio; the soldiers' home  
Johnson House (hotel); Johnson house (residence)

Crow Reservation; the reservation  
Federal Express; the express  
Cape of Good Hope; the cape  
Jersey City; *also* Washington City; *but* city of Washington; the city  
Cook County; the county  
Great Lakes; the lakes  
Lake of the Woods; the lake  
North Platte River; the river  
Lower California; *but* lower Mississippi  
Charles the First; Charles I  
Seventeenth Census; the 1950 census

**3.6.** If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station  
Eastern States: eastern farming States  
Western States: western farming States

**3.7.** A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol (at Washington); *but* State capitol  
 the Channel (English Channel)  
 the District (District of Columbia)  
 the Soldiers' Home (District of Columbia only)

**3.8.** The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets  
 Lakes Erie and Ontario  
 Potomac and James Rivers

State and Treasury Departments  
 British and French Governments  
 Presidents Washington and Adams

**3.9.** A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized.

abstract B  
 act of 1928  
 appendix C  
 article 1  
 book II  
 chapter III  
 chart B  
 class I  
 collection 6

column 2  
 drawing 6  
 exhibit D  
 figure 7  
 first district (not congressional)  
 form 4  
 graph 8  
 group 7

mile 7.5  
 page 2  
 paragraph 4  
 part I  
 plate IV  
 region 3  
 rule 8  
 schedule K  
 section 3

signature 4  
 station 27  
 table 4  
 title IV  
 treaty of 1919  
 volume X  
 war of 1914  
 ward 2

**3.10.** The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, p. 38.)

aqueduct  
 breakwater  
 buoy  
 chute  
 dam (lowercase with number or in conjunction with lock; capitalize with name, *but* Boulder Dam site; Boulder dam and site)

dike  
 dock  
 drydock  
 irrigation project  
 levee  
 lock  
 pier  
 reclamation project  
 seaway  
 ship canal

shipway  
 slip  
 spillway  
 tunnel (see also Tunnel, p. 48)  
 watershed  
 weir  
 wharf

#### Definite article in proper names

**3.11.** To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized, nor is it supplied at any time when not in copy.

*British Consul v. The Mermaid* (title of legal case)

The Dalles (Oreg.); The Weirs (N. H.); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The Adjutant General (only when so in copy)

**3.12.** In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times  
 the Atlantic Monthly  
 the Washington Star

the *Mermaid*  
 the *Los Angeles*  
 the *U-3*

the Federal Express  
 the National Photo Co.  
 the Netherlands



**Particles in names of persons**

3.13. In foreign names such particles as *d'*, *da*, *della*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title.

D'Orbigny; Alcide d'Orbigny  
Da Ponte; Cardinal da Ponte  
Du Pont; E. I. du Pont de Nemours Co.  
Van Rensselaer; Stephen van Rensselaer

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven  
Thomas De Quincey; William De Morgan  
Henry van Dyke (his usage)  
Samuel F. Du Pont (his usage); Irénée du Pont  
(for firm names, see p. 37)

3.15. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

3.16. In names set in capitals, *de*, *von*, etc., are also capitalized.

**Names of organized bodies**

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 27-50.)

**National governmental units:**

United States Congress: 82d Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other committees)

Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments

Bureau of the Census: the Census Bureau, the Bureau

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

National Advisory Committee for Aeronautics: the Committee

Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury

Department of Defense:

Military Establishment; Armed Forces; *but* armed services

United States Army: the Army; the Infantry; 81st Regiment;

Army Establishment; the Army Band; Army officer; Regular

Army officer; Reserve officer; Volunteer officer; *but* army shoe;

Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

United States Navy: the Navy; the Marine Corps; Navy (Naval)

Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

**International organizations:**

United Nations: the Council; the Assembly; the Secretariat

Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)

Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

**Common-noun substitutes:**

Virginia Assembly: the assembly; the senate; the house of delegates  
 California State Highway Commission: Highway Commission of California; the highway commission; the commission  
 Montgomery County Board of Health: the Board of Health of Montgomery County; the board of health; the board  
 Buffalo Consumers' League: the consumers' league; the league  
 Republican Party: the party  
 Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company  
 Riggs National Bank: the Riggs Bank; the bank  
 Metropolitan Club: the club  
 Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

**3.18.** The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U. S. Congress)	a Socialist
a Republican	an Odd Fellow
an Elk	a Communist
a Liberal	a Boy Scout
a Shriner	a Knight (K. C., K. P., etc.)

**Names of countries, domains, and administrative divisions**

**3.19.** The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 210.)

United States: the Republic; the Nation; the Union; *but* republic, republican (in general sense)  
 New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* (in general sense) foreign states; church and state; statehood; state's evidence  
 Territory of Hawaii: the Territory; a Territory; Territorial; *but* territory, territorial (not a political subdivision)  
 Ethiopian Empire: the Empire; *but* empire (in general sense)  
 Dominion of Canada: the Dominion; *but* dominion (in general sense)  
 Ontario Province; Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)

**3.20.** The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)  
 Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)  
 French Government: the Government; French and Italian Governments; Soviet Government; *but* government (in general sense); the Churchill government; European governments  
 Cherokee Nation: the nation; *but* Greek nation; American nations  
 National Government (of any specific nation); *but* national customs  
 Allied Powers (in World Wars I and II); Central Powers (in World War I); *but* the powers; European powers  
 Union of South Africa: the Union; *but* union (in general sense)

**Names of regions, localities, and geographic features**

**3.21.** A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States	the Far East; the East Middle East (Asia) Near East (Balkans, etc.) the Promised Land the Continent (continental Europe) the Western Hemisphere the North Pole; the North and South Poles
the West; the Midwest; the Middle West; Far West	the Temperate Zone; the Torrid Zone
the Eastern Shore (Chesapeake Bay)	the East Side (section of a city)
the Badlands (S. Dak. and Nebr.)	the Driftless Area (Mississippi Valley)
the Continental Divide (Rocky Mountains)	Western Germany, Western Europe (political entities)
Deep South; Midsouth	
the Occident; the Orient	

**3.22.** A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west	eastern region; western region
northerly; northern; northward	central Europe; south Germany; southern France
eastern; oriental; occidental	but East Germany; West Germany (political entities)
east Pennsylvania; southern California	
west Florida; but West Florida (1763-1819)	

**Names of calendar divisions**

**3.23.** The names of calendar divisions are capitalized.

January; February; March; etc.  
Monday; Tuesday; Wednesday; etc.  
but spring; summer; autumn (fall); winter

**Names of historic events, etc.**

**3.24.** The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill	Fourth of July; the Fourth
Battle of the Giants	Reformation
Christian Era; Middle Ages; but 20th century	Renaissance
Feast of the Passover; the Passover	War of 1812; World War II; but war of 1914

**Trade names**

**3.25.** Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized.

Airwick (trade name)	Choice lamb (market grade)
Foamite (trade name)	Yellow Stained cotton (market grade)
Snowdrop (trade name)	Red Radiance rose (variety)

**Scientific names**

**3.26.** The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)  
*Agnostus canadensis*; *Aconitum wilsoni*; *Epigaea repens* (genus and species)



**3.27.** In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid

menodontine

**3.28.** A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas

Spirifers

**3.29.** In soil science the 24 soil classifications are capitalized. (For complete list, see p. 46.)

Alpine Meadow

Bog

Brown

**3.30.** The words *sun*, *moon*, and *earth* are capitalized only if used in association with the names of other astronomical bodies that are capitalized.

The nine known planets, in the order of distance from the Sun, are Mercury, Venus, the Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

**3.31.** For lists of geologic and physiographic terms, see page 207.

#### Fanciful appellations

**3.32.** A fanciful appellation used with or for a proper name is capitalized.

the Big Four  
the Dust Bowl  
the Hub

the Keystone State  
the New Deal  
the Pretender

#### Personification

**3.33.** A vivid personification is capitalized.

The Chair recognized the gentleman from New York;  
For Nature wields her scepter mercilessly.

All are architects of Fate,  
Working in these walls of Time.

#### Religious terms

**3.34.** All words denoting the Deity except *who*, *whose*, and *whom*; all names for the Bible and other sacred writings; and all names of confessions of faith and of religious bodies and their adherents and words specifically denoting Satan are capitalized.

Heavenly Father; the Almighty; Thee; Thou; He; Him; *but* himself;  
(God's) fatherhood

Divine Father; *but* divine providence; divine guidance; divine service  
Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship;  
messianic; messianize; christology; christological

Bible, Holy Scriptures, Scriptures; Koran; *also* Biblical; Scriptural; Koranic  
Gospel (memoir of Christ); *but* gospel truth

Apostles' Creed; Augsburg Confession

Episcopal Church; an Episcopalian; Catholicism; a Protestant

Christian; *also* Christendom; Christianity; Christianize

Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters;  
Sister(s)

Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the devils

#### Titles of persons

**3.35.** Any title or designation immediately preceding a name is capitalized.

President Roosevelt  
King George  
Ambassador Gibson  
Lieutenant Fowler

Chairman Smith  
Nurse Cavell  
Professor Leverett

**3.36.** To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

**Title of a head or assistant head of state:**

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Hoover; former President Hoover; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Curtis Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

**Title of a head or assistant head of an existing or proposed National or District governmental unit:**

Cordell Hull, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments.

Gen. Omar N. Bradley, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, United States Air Force; the Chief of Staff; *but* the general (military title standing alone not capitalized)

**Titles of members of diplomatic corps:**

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; *but* the consul general; the consul; the attaché; Ambassador at Large Norman Davis; *but* ambassador at large; etc.

**Title of a ruler or prince:**

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.

Edward, Prince of Wales: the Prince; His Royal Highness

**Titles not capitalized:**

Charles F. Hughes, rear admiral, United States Navy: the rear admiral  
Cloyd H. Marvin, president of George Washington University: the president

C. H. Eckles, professor of dairy husbandry: the professor  
John Smith, chairman of the committee: the chairman

**3.37.** In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

**3.38.** A title in the second person is capitalized.

Your Excellency  
Your Highness  
Your Honor

Mr. Chairman  
Mr. Secretary

Not salutation:  
my dear General  
my dear sir

**Titles of publications, papers, documents, acts, laws, etc.**

**3.39.** In the full or short English titles of books, plays, poems, essays, addresses, articles, periodicals, series of publications, reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized. This rule applies also to the titles of parts and chapters of books, plays, etc.

The Outline of History

Part XI: Early Thought; *but* part XI (standing alone or after title)  
Statutes at Large; Revised Statutes; District Code; Bancroft's History;

Journal (House or Senate) (short titles); *but* the code; the statutes

Address of President Roosevelt on Unemployment Relief

Atlantic Charter; Balfour Declaration; *but* British white paper

American Journal of Science

Saturday Evening Post; the Post

Monograph 55; Research Paper 123; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Executive Order No. 24; Public Law 9; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; *but* Senate bill 416; House bill 61

Annual Report of the Public Printer, 1950; *but* seventh annual report

Declaration of Independence; the Declaration

Constitution (United States or with name of country); *but* New York State constitution; first amendment, 12th amendment (see rule 11.10, p. 157)

Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919

*United States v. Four Hundred Twenty-two Casks of Wine* (legal case) (see also rule 18.33, p. 197)

The Blue Boy (painting)

**3.40.** In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act of 1926; Volstead Act; Panama Canal Act; Classification Act; *but* revenue act; act of 1926; the act; Harrison narcotic law; interstate-commerce law

**3.41.** The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language. For further details and examples, see section on foreign languages.

**3.42.** In lists, including bibliographies and synonymies, and in footnote citations, capitalization will conform to the rules of this chapter, unless the work requires its own established style.

#### First words

**3.43.** The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a colon is capitalized.

The question is, Shall the bill pass?

He asked, "And where are you going?"

Lives of great men all remind us

We can make our lives sublime.

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

**3.44.** The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

**3.45.** The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this?

Your knees to me? to your corrected son?



**3.46.** The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides \* \* \*; and  
 Whereas Congress has passed a law \* \* \*;  
 Whereas, moreover, \* \* \*: Therefore be it  
 Whereas the Senate provided for the \* \* \*: Now, therefore, be it  
*Resolved*, That \* \* \*; and be it further  
*Resolved by the Washington Board of Trade*, That \* \* \*  
*Provided*, That \* \* \*  
*Provided further*, That \* \* \*  
*Provided, however*, That \* \* \*  
*And provided further*, That \* \* \*  
*Ordered*, That \* \* \*  
*Be it enacted*, That \* \* \*

#### Center and side heads

**3.47.** Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized.

**3.48.** Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures.

**3.49.** In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, an apostrophe is used instead of the *c*, but a space is used after the *ac*.

**3.50.** In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used.

**3.51.** In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds. The articles *a*, *an*, and *the*, the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*, the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*, and the second element of a compound numeral are not capitalized.

Built-up Stockpiles Are Necessary

World in AH-Out War

Man Hit With 2-Inch Pipe

No-Par-Value Stock for Sale

Price-Cutting War

Yankees May Be Winners

No Ex-Senator Admitted

Notice of Filing and Order on Exemption From Requirements

*but* Building on Twenty-first Street (if spelled)

One Hundred and Twenty-three Years (if spelled)

Only One-tenth of Shipping Was Idle

Many 35-mm. Films in Production

**3.52.** If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance in the sentence, it should also be capitalized.

Buildings In and Near Minneapolis

**3.53.** In a heading set in caps and lowercase or in caps and small caps, a normally lowercased short last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

**3.54.** The first element of an infinitive verb is capitalized.

Controls To Be Applied      *but* Aid Sent to Disaster Area

**3.55.** In matter set in caps and small caps, the abbreviations *etc.* and *et al.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.  
JAMES BROS. ET AL.

Planes, Guns, Ships, etc.  
James Bros. et al.

**3.56.** As accents in cap lines have a tendency to break off in proofing, presswork, etc., they may be omitted, even if the same words carry accents in text.

**3.57.** Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, or in caps and lowercase are to be set as in copy.

#### Addresses, salutations, and signatures

**3.58.** The first word and all principal words in addresses, salutations, and signatures are capitalized. (See Datelines, Addresses, and Signatures, p. 189.)

#### Interjections

**3.59.** The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

Sail on, O Ship of State!  
For lo! the days are hastening on.  
But, oh, how fortunate!

#### Historic or documentary accuracy

**3.60.** Where historic or documentary accuracy is required, capitalization and other features of style of the original text should be followed.

Guide to  
Capitaliza-  
tion

Spelling

Compound  
Words

Guide to  
Com-  
pounding

Plant  
Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Itals

Signs and  
Symbols





## 4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb  
abstract B, 1, etc.  
Academy:  
    Andover; the academy  
    Merchant Marine; the Academy  
    Military; the Academy  
    National Academy of Sciences; the Academy of Sciences; the Academy  
    Naval; the Academy  
Act (Federal, State, or foreign), short or popular title or with number; the act:  
    Classification  
    Economy  
    Lend-Lease Act; *but* lend-lease materials, etc.  
    Panama Canal  
    Public Act 145 (see also Public Act)  
    Revenue Act of 1928; *but* revenue act; act of 1928  
    Selective Training and Service  
    Tariff Act of 1930; 1930 Tariff Act  
    Treasury Department Appropriation Act for the fiscal year ending June 30, 1943  
    Volstead Act; *but* Volstead law  
Acting, if part of capitalized title  
Adjutant General, The (see The)  
Administration, with name; capitalized standing alone if referring to Federal unit:  
    Farmers' Home  
    Food and Drug  
    Maritime  
    Veterans'  
    *but* Roosevelt administration; administration bill, policy, etc.  
Administrator of Veterans' Affairs; the Administrator  
Admiralty, British, etc.  
Admiralty, Lord of the  
Adviser, Legal (see Legal Adviser)  
Agency, if part of name; capitalized standing alone if referring to Federal unit:  
    Chippewa (Indian); the agency  
    Federal Security; the Agency  
Ages:  
    Age of Discovery  
    Dark Ages  
    Elizabethan Age  
    Golden Age (of Pericles only)  
    Middle Ages  
    *but* atomic age; Cambrian age; copper age; ice age; stone age; etc.
- Agreement:  
    General Agreement on Tariffs and Trade (GATT); the general agreement; the agreement  
    International Wheat Agreement; the wheat agreement; the agreement  
    *but* the Geneva agreement; the Potsdam agreement  
Air Force:  
    Air Explorers  
    Air National Guard (see National)  
    Base (see Base)  
    Civil Air Patrol; Civil Patrol; the patrol  
    Command (see Command)  
    Reserve  
    Reserve Officers' Training Corps  
    WAF (see Women in the Air Force)  
Airport: LaGuardia; National; the airport  
Alien Property:  
    Director (see Director)  
    Office of (see Office)  
Alliance, Farmers', etc.; the alliance  
alliances and coalitions (see also powers):  
    Allied Powers; the powers (World Wars)  
    Axis, the; Axis Powers; the powers  
    Benelux (Belgium, Netherlands, Luxembourg)  
    Big Four (European); of the Pacific  
    Big Three  
    Central Powers; the powers (World War I)  
    European Defense Community  
    Fritalux (France, Italy, Benelux countries)  
    North Atlantic Treaty Organization (see Organization)  
    Western Powers  
    Western Union (powers); the union  
Allied (World Wars):  
    armies  
    Governments  
    Nations  
    peoples  
    Powers; the powers; *but* European powers  
Allies, the (World Wars); *but* our allies  
Ambassador:  
    British, etc.; the Ambassador; the Senior Ambassador; His Excellency  
    Extraordinary and Plenipotentiary; the Ambassador

**amendment:**

Tobey amendment  
to the Constitution (United States);  
first amendment, 14th amend-  
ment, etc. (see rule 11.10)

**American:**

Federation of Labor; the Federation  
of Labor; the federation  
Gold Star Mothers, Inc.; Gold Star  
Mothers; a Mother  
Legion (see Legion)  
National Red Cross; the Red Cross  
Veterans of World War II  
(AMVETS)  
War Mothers; War Mothers; a  
Mother

Ancient Free and Accepted Masons;  
a Mason; a Freemason

Annex, if part of name of building; the  
annex

Antarctic Ocean (see Ocean)

**anti-New Deal**

appendix 1, A, II, etc.; the appendix;  
*but* Appendix II, when part of title:

Appendix II:<sup>1</sup> Education Directory

appropriation bill (see also bill):

deficiency  
Department of Agriculture  
for any governmental unit  
independent offices

Appropriations Committee (see Com-  
mittee)

Arab States (see States)

Arabic numerals

Archipelago, Philippine, etc.; the archi-  
pelago

Architect of the Capitol; the Architect  
Archives, the, etc. (see The)

Archivist of the United States; the  
Archivist

**Arctic:**

Circle (see Circle)  
night, seas, etc.  
Ocean (see Ocean)  
*but* subarctic

Arctics, the

**Arlington:**

Experimental Farm; the farm  
Memorial Amphitheater; the Me-  
morial Amphitheater; the amphi-  
theater

Memorial Bridge (see Bridge)

National Cemetery (see Cemetery)

Armed Forces (synonym for overall  
Military Establishment)

armed services

**armistice**

Armistice Day (see holidays)

Armory, Springfield, etc.; the armory

Army, American or foreign, if part of  
name; capitalized standing alone  
only if referring to United States  
Army:

**Army—Continued**

Adjutant General, The (see The)

Band (see Band)

branches: Gordon Highlanders;  
Royal Guards; etc.

Brigade, 1st, etc.; the brigade;  
Robinson's brigade

Command (see Command)

Command and General Staff College  
(see College)

Company A; A Company; the  
company

Confederate (referring to Southern  
Confederacy); the Confederates

Continental; Continentals

Corps (see Corps)

District of Washington (military);  
the district

Division, 1st, etc.; the division  
engineer (see also Corps of Engi-  
neers)

Establishment

Field Establishment

Field Forces (see Forces)

Finance Department; the Depart-  
ment

First, etc.

General of the Army; *but* the gen-  
eral

General Staff; the Staff

headquarters, 1st Regiment

Headquarters of the; the head-  
quarters

Hospital Corps (see Corps)

Medical Museum (see Museum)

Organized Reserve Corps; Organized  
Reserves; the Reserves

Regiment, 1st, etc.; the regiment

Regular Army officer; a regular

Revolutionary (American, British,  
French, etc.)

service

Surgeon General, the (see Surgeon  
General)

Volunteer; the Volunteers; a volun-  
teer

**army:**

Lee's army; *but* Clark's Fifth Army  
mobile

mule, shoe, etc.

of occupation; occupation army

Red

Arsenal, Rock Island, etc.; the arsenal  
article 15; *but* Article 15, when part of

title: Article 15:<sup>1</sup> Uniform Code of  
Military Justice

Articles of Confederation (United  
States)

Assembly of New York; the assembly  
(see also Legislative Assembly)

Assembly (see United Nations)

Assistant, if part of capitalized title;  
the assistant

assistant, Presidential (see Presidential)

Assistant Secretary (see Secretary)

Associate Justice (see Supreme Court)

<sup>1</sup> The colon is preferred; a dash is permissible; but  
a comma is too weak.



- Association, if part of name; capitalized standing alone if referring to Federal unit:  
 Federal National Mortgage; the Association  
 Young Men's Christian; the association  
 Young Women's Christian; the association
- Astrophysical Observatory (see Observatory)
- Atlantic:  
 Charter (see Charter)  
 coast  
 Coast States (see States)  
 Destroyer Flotilla; the destroyer flotilla; the flotilla  
 Fleet (see Fleet)  
 mid-Atlantic  
 North  
 Pact (see Pact)  
 seaboard  
 slope  
 South  
 time, standard time (see time)  
*but* cisatlantic; transatlantic
- Attorney General (United States); *but* attorney general of Maine, etc.
- Authority, capitalized standing alone if referring to Federal unit:  
 National Shipping; the Authority  
 Port of New York; the port authority; the authority  
 Tennessee Valley; the Authority
- autumn
- Avenue, Constitution, etc.; the avenue
- Ax, the (see alliances)
- Badlands (S. Dak. and Nebr.)
- Balkan States (see States)
- Baltic States (see States)
- Band, if part of name; the band:  
 Army, Marine, Navy, Sousa's  
 Eastern, etc. (of Cherokee Indians)  
 4th Field Artillery
- Bank, if part of name; the bank:  
 Export-Import Bank of Washington;  
 Export-Import Bank  
 Farm Loan Bank of Dallas; Dallas  
 Farm Loan Bank; farm-loan bank;  
 farm-loan bank at Dallas  
 Farmers & Mechanics, etc.  
 Federal home-loan bank at Cumberland  
 Federal Land Bank of Louisville;  
 Louisville Federal Land Bank;  
 land bank at Louisville; Federal  
 land bank  
 Federal Reserve Bank of New York;  
 Richmond Federal Reserve Bank;  
*but* Reserve bank at Richmond;  
 Federal Reserve bank; Reserve  
 bank; Reserve city  
 First National, etc.  
 International Bank of Reconstruction  
 and Development  
 International Monetary  
 International World
- Barracks, if part of name; the barracks:  
 Carlisle  
 Disciplinary (Leavenworth)  
 Marine (District of Columbia)  
*but* A barracks; barracks A; etc.
- Base, Andrews Air Force; Air Force  
 base; the base (see also Naval Base)
- Battery, the (New York City)
- Battle, if part of name; the battle:  
 of Gettysburg; *but* battle at Gettysburg; etc.  
 of the Bulge; of the Marne; of the  
 Wilderness; of Waterloo; etc.
- battlefield, Bull Run, etc.
- battleground, Manassas, etc.
- Belt, if part of name; the belt:  
 Corn  
 Cotton  
 Dairy  
 Ice  
 Wheat  
*but* Bible belt, goiter belt.
- Benelux (see alliances)
- Bible; Biblical; Scriptures; etc.
- Big Inch; Little Inch (pipelines)
- bill, Kiess; Senate bill 217; House bill 31  
 (see also appropriation bill)
- Bill of Rights (historic document); *but*  
 GI bill of rights
- Bizonia; bizonal; bizone
- Bluegrass region, etc.
- B'nai B'rith
- Board, if part of name; capitalized  
 standing alone only if referring to  
 Federal, interdepartmental, Dis-  
 trict of Columbia, or international  
 board:  
 Civil Aeronautics  
 Employees' Compensation Appeals  
 Federal Maritime  
 Federal Reserve (see Federal)  
 General (Navy)  
 Loyalty Review  
 Macy Board, etc. (Federal board with  
 name of person)  
 Military Production and Supply  
 (NATO)  
 of Directors (Federal unit); *but* board  
 of directors (nongovernmental)  
 of Education (District of Columbia)  
 of Health of Montgomery County;  
 Montgomery County Board of  
 Health; the board of health; the  
 board  
 of Managers (of the Soldiers' Home)  
 of Regents (Smithsonian)  
 of Visitors (Military and Naval  
 Academies)  
 on Geographic Names
- Bolshevik; Bolshevik (collective plu-  
 ral); Bolshevik; bolshevism
- bond:  
 defense bond; defense savings bond;  
 savings bond; defense savings  
 bonds and stamps; E-bond; savings  
 bonds and stamps  
 Victory bond; the bond  
 war savings bond; savings bond; war  
 bond

## book:

books of the Bible

First Book of Samuel; etc.

Good Book (synonym for Bible)

book 1, I, etc.; *but* Book 1, when partof title: Book 1;<sup>2</sup> The Golden Legend

Borough, if part of name: Borough of

the Bronx; the borough

Botanic Garden (National); the garden

Bowl, Dust, Ice, Rose, etc.; the bowl

Boxer Rebellion (see Rebellion)

Boy Scouts (the organization); a Boy

Scout; a Scout

Branch, if part of name; capitalized

standing alone only if referring to

a Federal or District of Columbia

unit:

Accounts Branch

Public Buildings Branch

*but* executive, judicial, or legislative

branch

Bridge, if part of name; the bridge:

Arlington Memorial; Memorial

Francis Scott Key; Key

M Street

*but* Pennsylvania Railroad bridge

Brother; Brothers (adherents of religious order)

Budget of the United States; the budget

budget:

department

estimate

Federal

message

performance-type

President's

Building, if part of name; the building:

Capitol (see Capitol Building)

Colorado

House (or Senate) Office

Investment

New House Office

Old House Office

Pentagon

the National Archives; the Archives

Treasury; Treasury Annex

bulletin 420; *but* Farmers' Bulletin No. 420

Bureau, if part of name; capitalized

standing alone if referring to

Federal, District of Columbia, or

international unit:

of Customs; Customs Bureau

of Engraving and Printing

of Foreign and Domestic Commerce

of Indian Affairs

of Mines; Mines Bureau

of Social Hygiene, New York; the

bureau; etc.

of the Budget; Budget Bureau

Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):

British Cabinet; the Cabinet

## Cabinet—Continued

the President's Cabinet; the Cabinet;

Cabinet officer, member

Calendar, if part of name; the calendar:

Consent; etc.

House

No. 99

of Bills and Resolutions

Private

Senate

Unanimous Consent

Union

Wednesday (legislative)

Cambrian age (see Ages)

Camp Funston, etc.; the camp

Canal, with name; the canal:

Isthmian

Panama

Zone (Isthmian); the zone

Cape (see geographic terms)

Capital, Capital City, National Capital

(Washington, D. C.); *but* the capital

(State)

Capitol Building (State); the capitol

Capitol, the (Washington, D. C.):

Architect of (see Architect of the Capitol)

Chamber

dome

Grounds

Hall of Fame; the Hall

Halls (House and Senate)

Halls of Congress

Hill; the Hill

Police (see Police)

Power Plant

Press Gallery, etc.

rotunda

Statuary Hall

the well (House or Senate)

Cemetery, if part of name; the cemetery:

Arlington National

Oak Hill

## Census:

Seventeenth Decennial (title); Seven-

teenth Census (title); the census

1950 census

the 14th and subsequent decennial

censuses

central Asia, central Europe, etc.

central time, central standard time (see time)

century, first, 20th, etc. (see rule 11.10)

Chair, the, if personified

## Chairman:

of the Board of Directors; the Chair-

man (Federal); *but* chairman of the

board of directors (non-Federal)

of the Committee of the Whole

House; the Chairman

of the Federal Trade Commission;

the Chairman

of the Loyalty Board; the Chairman

*but* chairman of the Appropriations

Committee

<sup>2</sup> See footnote 1, p. 28.

Chamber of Commerce; the chamber:  
 of Boston; Boston Chamber of Commerce; the chamber of commerce  
 of the United States; United States Chamber of Commerce; the chamber of commerce  
 Chamber, the (Senate or House) chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:<sup>3</sup> Research and Development  
 Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the chargé  
 chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength  
 Charter, capitalized with name; the charter:  
 Atlantic  
 United Nations  
 Chief, if referring to head of Federal or District of Columbia unit; the Chief:  
 Forester (see Forester)  
 Intelligence Office  
 Justice (U. S. Supreme Court); *but* chief justice (of a State)  
 Magistrate (the President) of Division of Publications  
 of Engineers (Army)  
 of Naval Operations  
 of Staff  
 of the Bureau of Insular Affairs  
 Chief Clerk, if referring to head of Federal or District of Columbia unit  
 Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen  
 church and state  
 church calendar:  
 Christmas  
 Easter  
 Lent  
 Whitsuntide (Pentecost)  
 Church, if part of name of organization or building  
 Circle, if part of name; the circle:  
 Arctic  
 Logan  
*but* great circle  
 cities, sections of, official or popular names:  
 East Side  
 Latin Quarter  
 North End  
 Northwest Washington, etc. (District of Columbia); *but* northwest (directional)  
 the Loop  
 City, if part of corporate or popular name; the city:  
 Kansas City; the two Kansas Citys  
 Mexico City  
 New York City  
 Twin Cities  
 Washington City; *but* city of Washington

## City—Continued

Windy City  
*but* Reserve city (see Bank)  
 Civil Air Patrol (see Air Force)  
 Civil Service, capitalize only when word "Commission" follows or is implied:  
 the Civil Service has ruled  
*but* civil-service employee; examination, etc.  
 Civil War (see War)  
 Clan, if part of tribal name; the clan class 2, A, II, etc.; *but* Class 2 when part of title: Class 2:<sup>3</sup> Leather Products  
 Clerk, the, of the House of Representatives; of the Supreme Court of the United States  
 Coast Guard, United States; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman  
 Coastal Plain (Atlantic and Gulf)  
 Code (in shortened title of a publication); the code:  
 District  
 Federal Criminal  
 Internal Revenue  
 International (signal)  
 of Federal Regulations  
 Penal; Criminal; etc.  
 Pennsylvania State  
 Uniform Code of Military Justice  
 United States  
*but* civil code; flag code; Morse code  
 collector of internal revenue  
 College, if part of name; the college:  
 Armed Forces Staff  
 Command and General Staff  
 Gallaudet  
 Gettysburg  
 National War  
 of Bishops  
*but* electoral college  
 college degrees:  
 bachelor of arts, etc.  
 doctor of philosophy, etc.  
 Colonials (American Colonial Army); *but* colonial times, etc.  
 Colonies, the:  
 Thirteen  
 Thirteen American  
 Thirteen Original  
 colonists, the  
 Columbia Institution for the Deaf (see Institution)  
 Cominform (see U. S. S. R.)  
 Command, capitalize with name; the command:  
 Air Materiel  
 GHQ Far East  
 Joint Far Eastern  
 Potomac River Naval  
 Zone of Interior  
 Commandant, the (Coast Guard or Marine Corps only)  
 Commandos, the; Commando raid; a commando; a commandoman

<sup>3</sup> See footnote 1, p. 28.



Commission, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international commission:

Alaska Road  
Atomic Energy  
Civil Service  
District (District of Columbia)  
Electoral  
International Boundary, United States, Alaska, and Canada  
of Fine Arts  
on Organization of the Executive Branch of the Government (Hoover)  
Public Buildings  
Public Utilities (District of Columbia)

Commissioner, if referring to Federal, District of Columbia, or international commission:

Land Bank; *but* land bank commissioner loans  
of Customs  
of Immigration and Naturalization  
of Patents  
of the District of Columbia; the Commissioner(s)  
of the Five Civilized Tribes, etc.  
United States (International Boundary Commission, etc.)

Committee, if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union:

Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee  
Democratic National; the national committee; the committee  
Democratic policy committee; the committee

Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee

Joint Committee on Atomic Energy; the joint committee; the committee  
National Advisory, for Aeronautics; the Committee

of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)

of One Hundred, etc.; the committee  
on Finance; the committee  
on Post Office and Civil Service; the committee

on Public Safety; the committee  
President's Advisory Committee on Management; the Committee

Republican National; the national committee; the committee

Committee—Continued

Republican policy committee; the committee

Senate policy committee  
*but* Kefauver committee

Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth

Commune (of Paris)

Communist; communism; communistic  
Communist government (see Union of Soviet Socialist Republics)

Communist International (see Union of Soviet Socialist Republics)

Communist States (see Union of Soviet Socialist Republics)

compact, United States marine fisheries, etc.; the compact

Company, if part of name; capitalized standing alone if referring to unit of Federal Government:

Panama Railroad Company; the Company

Procter & Gamble Co.; the company

Comptroller:

of the Currency; the Comptroller of the Post Office Department; the Comptroller

Comptroller General (United States); the Comptroller

Confederacy (of the South)

Confederate Army; government; soldier; States

Confederation, Swiss; the Confederation

Conference, if referring to governmental (United States) or international conference:

Bretton Woods; the Conference

Judicial Conference of the United States; United States Judicial Conference; Judicial Conference; the Conference

Sixth Annual Conference of Southern Methodist Churches; the conference

*but* conference of governors; conference of mayors

Confession, Augsburg

Congress (convention), if part of name; capitalized standing alone if referring to international congress:

International Good Roads; Good Roads; the Congress

of Parents and Teachers, National; the congress

Congress (legislature), if referring to national congress:

of Bolivia, etc.; the Congress

of the United States; First, Second, 11th, 82d, etc. (see rule 11.10); the Congress

Congressional:

Directory; the directory

District, First, 11th, etc.; the First, 11th, District (see rule 11.10); the district

## Congressional—Continued

- Library; the Library
- Medal of Honor (see decorations)  
*but* congressional action, committee,  
etc.
- Congressman; Congressman at Large;  
Member of Congress; Member; mem-  
bership
- Constitution, with name of country;  
capitalized standing alone when re-  
ferring to United States; *but* New  
York State constitution; the consti-  
tution
- consul, British, etc.
- consul general, British, etc.
- consulate, British, etc.
- Continent, only if following name;  
American Continent; the continent;  
*but* the Continent (continental  
Europe)
- Continental:
  - Army; the Army
  - Congress; the Congress
  - Divide (see Divide)
  - Shelf; the shelf
- continental:
  - care not a continental, etc.
  - Europe, United States, etc.
- Continentials (Revolutionary soldiers)
- Convention, governmental (United  
States), international, or national  
political:
  - Constitutional (United States, 1787);  
the Convention
  - Democratic National; the conven-  
tion
  - Ninth Annual Convention of the  
American Legion; the convention
  - Universal Postal Union; Postal  
Union; *also* International Postal;  
the convention
- convention of 1907 (treaty); the  
convention
- Coordinator of Information; the Coor-  
dinator
- copper age (see Ages)
- Corn Belt (see Belt)
- Corporation, if part of name; the Cor-  
poration, if referring to unit of  
Federal Government:
  - Carbide & Carbon Chemicals Corp.;  
the corporation
  - Commodity Credit
  - Federal Deposit Insurance
  - Home Owners' Loan
  - Inland Waterways; *but* inland water-  
way (see also waterway)
  - Petroleum Reserves
  - Reconstruction Finance; the Recon-  
struction Corporation; the Finance  
Corporation
  - Smaller War Plants
  - Virgin Islands
  - War Assets
- Corps, if part of name; the corps (see  
*also* Reserve):
  - Adjutant General's

## Corps—Continued

- Army Hospital
- Artillery
- Chemical
- Enlisted Reserve
- Finance
- Judge Advocate General's
- Marine (see Marine Corps)
- Medical
- Military Police
- Nurse
- of Engineers; *but* Army engineer
- Officers' Reserve
- Ordnance
- Organized Reserve
- Quartermaster
- Reserve Officers' Training (ROTC)
- VII Corps, etc. (see rule 11.10)
- Signal
- Transportation
- Women's Army (WAC); a Wac, the  
Wacs  
*but* diplomatic corps  
corpsman; hospital corpsman
- Cotton Belt (see Belt)
- Council, if part of name; capitalized  
standing alone if referring to Fed-  
eral or international unit:
  - Boston City; the council
  - Choctaw, etc.; the council
  - Federal Personnel; the Council
  - His Majesty's Privy Council; the  
Privy Council; the Council
  - National Security; the Council
  - of Foreign Ministers (NATO); the  
Council
  - of the Organization of American  
States; the Council
  - Philadelphia Common; the council
- councilor, privy
- Counsel (see General Counsel)
- County, Frederick; county of Frederick;  
County Kilkenny; etc.; the county
- Court (of law) (see also Courtwork, pp.  
195-206); capitalized if part of  
name of national or international  
court, United States court, dis-  
trict court, or State court; lower-  
cased if part of the name of city  
or county court; capitalized stand-  
ing alone if referring to the  
Supreme Court of the United  
States, to Court of Impeachment  
(U. S. Senate), or to international  
court:
  - Circuit Court of the United States  
for the Second Circuit; Circuit  
Court for the Second Circuit; the  
circuit court; the court
  - Court of Appeals of the State of  
Wisconsin, etc.; the court of  
appeals; the court
  - Court of Claims; the court
  - Court of Customs and Patent Ap-  
peals; the court
  - Court of Impeachment, the Senate;  
the Court

## Court—Continued

District Court of the United States for the Eastern District of Missouri; the district court; the court  
 District of Columbia municipal court  
 Emergency Court of Appeals, United States; the court  
 International Court of Justice; the Court  
 Permanent Court of Arbitration; the Court  
 Supreme Court of the United States (see Supreme Court)  
 Supreme Court of Virginia, etc.; the supreme court; the court  
 Tax Court; the court  
 United States Court of Appeals for the District of Columbia; the court  
 Covenant, League of Nations; the covenant  
 Creed, Apostles'; the Creed  
 Croix de Guerre (see decorations)  
 Crown, if referring to a ruler; *but* crown lands, etc.  
 Curb Exchange; the Curb  
 Current, if part of name; the current:  
   Humboldt  
   Japan  
   North Equatorial  
 customhouse; customs official

Dairy Belt (see Belt)  
 Dalles, The; *but* the Dalles region  
 Dam (see geographic terms)  
 Dark Ages (see Ages)  
 Dark Continent (Africa)  
 Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter  
 days (see holidays)  
 D-day, etc. (see holidays)  
 dean of the diplomatic corps  
 Declaration, capitalized with name:  
   of Independence; the Declaration  
   of Panama; the declaration  
 decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon  
 Air Medal  
 Bronze Star Medal  
 Commendation Ribbon  
 Congressional Medal of Honor  
 Croix de Guerre  
 Distinguished Flying Cross  
 Distinguished Service Cross  
 Distinguished Service Medal  
 Good Conduct Medal  
 Iron Cross  
 Legion of Merit  
 Medal for Merit  
 Medal of Freedom  
 Medal of Honor  
 Purple Heart  
 Silver Star  
 Soldier's Medal  
 Victoria Cross

## decorations—continued

Victory Medal  
*but* Carnegie medal, etc.  
 Decree (see Executive)  
 Deep South  
 defense bond (see bond)  
 Defense Establishment (see Establishment)  
 De Gaulle Free French; Free French; Fighting French; *but* de Gaullist  
 Deity, words denoting, capitalized  
 delegate (to a conference); the delegate; the delegation  
 Delegate (U. S. Congress)  
 Delta, Mississippi River; the delta  
 Department, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:  
   Highway (District of Columbia)  
   Post Office  
   Treasury  
 department:  
   clerk  
   legislative, executive, judicial departments  
 depot (see Ordnance; Station)  
 Deputy, if part of capitalized title; *but* the deputy  
 derivatives of proper names:

alaska seal (fur)	chantilly lace
angora wool	chesterfield coat
angstrom unit	china clay
apache (Paris)	chinese blue
argyle wool	climax basket
artesian well	collins (drink)
astrakhan fabric	congo red
axminster rug	cordovan leather
babbitt metal	coulomb
bakelite	curie
belleekware	decauville rail
benday process	degaussing apparatus
bessemer steel	delftware
bohemian set	derby hat
bologna sausage	diesel engine,
bordeaux mixture	dieselize
bowie knife	dotted swiss
braille	epsom salt
brazil nut	fedora hat
brazilwood	fletcherize
brewer's yeast	frankfurt sausage
britannia metal	sage
britanniaaware	frankfurter
brussels carpet	french chalk
brussels sprouts	french dressing
bunsen burner	french-fried potatoes
burley tobacco	tatoes
cesarean operation	fuller's earth
canada balsam (microscopy)	gauss
carlsbad twins (petrography)	georgette crepe
cashmere shawl	german silver
castile soap	gilbert
	glauber salt
	gothic type
	graham bread



derivatives of proper names—con.

harveyized steel	oxford shoe
herculean task	panama hat
hessian fly	parianware
holland cloth	paris green
hudson seal (fur)	parkerhouse roll
india ink	pasteurized milk
india rubber	persian lamb
intertype <sup>4</sup> slug	petri dish
italic type	pharisaic
jamaica ginger	philistine
japan varnish	pitot tube
jersey fabric	plaster of paris
joule	portland cement
kafricorn	prussian blue
krieg light	pullman car; pull-
knickerbocker	manize
kraft paper	quisling
lambert	quixotic idea
leghorn hat	quonset hut
levant leather	roentgen
levantine silk	roman candle
linotype <sup>4</sup> slug	roman cement
logan tent	roman type
london purple	russia leather
ludlow <sup>4</sup> type	russian bath
lynch law	rutherford
lyonnaise pota-	sanforize
toes	saratoga chips
macadamized	scotch plaid
road	scotch tape
madras cloth	shanghai
manila paper	siamese twins
maraschino	simon pure
cherry	spanish omelet
mason jar	stillson wrench
maxwell	stubs wire
mercerized fabric	surah silk
merino sheep	swiss cheese, <i>but</i>
monotype <sup>4</sup> mat-	Swiss watch
ter	tabasco sauce
morocco leather	timothy grass
morris chair	turkey red
murphy bed	turkish towel
navy blue	utopia, utopian
nelson, half nel-	vandyke collar
son, etc.	vaseline
neon light	venetian blind
newmarket cloak	venturi tube
newton	victoria (carriage)
nissen hut	vienna bread
norfolk jacket	wedgwoodware
oriental rug	wilton rug
osnaburg cloth	zeppelin

deutschemark

diplomatic corps (see also Corps; service)  
 Director General of Foreign Service;  
 the Director General; the Director  
 Director, if referring to head of Federal,  
 District of Columbia, or interna-  
 tional unit; the Director:  
 of Coast and Geodetic Survey  
 of Fish and Wildlife Service  
 Office of Alien Property  
 of the Budget

<sup>4</sup> Lowercased as adjective, but still capitalized if referring to machine itself.

Director—Continued

of the Mint  
 of Vehicles and Traffic  
 Disciplinary Barracks (see Barracks)  
 Distinguished Service Medal, etc. (see decorations)  
 District, if part of name; the district:  
 Alexandria School District No. 4;  
 the school district  
 Chicago Sanitary; the sanitary district  
 Congressional (see Congressional)  
 Federal (see Federal)  
 First Naval; 10th Naval (see rule 11.10); naval district  
 Manhattan Engineer (atomic)  
*but* customs district No. 2; first assembly district; school district No. 4  
 District of Columbia; the District:  
 Anacostia Flats; the flats  
 Arlington Memorial Bridge; the Memorial Bridge; the bridge  
 District jail; the jail  
 Engineer Commissioner; the Commissioner  
 Engineer Department; the Department  
 Highway Bridge; the bridge  
 juvenile court; the court  
 Mall, the  
 Metropolitan Police; Metropolitan policeman; the police  
 Monument Grounds; the grounds  
 Monument, Washington; the monument  
 municipal court  
 northwest, southeast, etc. (when not part of street name)  
 Plaza, the (Union Station)  
 police court  
 Public Library; the library  
 Reflecting Pool; the pool  
 Speedway, the  
 Tidal Basin; the basin  
 Washington Channel; the channel  
 Divide, Continental (Rocky Mountains); the divide  
 Divine Father; *but* divine guidance, divine providence, divine service  
 Division, Army, if part of name: 1st Division; the division  
 Division, if referring to Federal or District of Columbia governmental unit; the Division:  
 of Air Services  
 of Parcel Post  
 of Railway Mail Service  
 of the Federal Register  
 Passport  
 Dixie; Dixiecrat  
 doctrine (see Monroe Doctrine)  
 Document, if part of name; the document:  
 Document No. 2  
 Document Numbered One Hundred and Thirty

Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status

drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—

Hydroelectric Power Development

Driftless Area (Mississippi Valley)

durum wheat

Dust Bowl (see Bowl)

eagle boat (class)

earth, lowercase unless used with names of other planets

East:

Coast (Africa)

Europe (political entity)

Germany (political entity)

Middle (Asia)

Near (Balkans)

South Central States

the East (section of United States);

*also* Communist political entity

east:

Africa

coast (United States)

Pennsylvania

Eastern:

Europe (political entity)

Far (Orient) (see Far East)

Germany (political entity)

Gulf States

Hemisphere (see Hemisphere)

North Central States

Shore (Chesapeake Bay)

States

United States

eastern:

France

seaboard

time, eastern standard time (see time)

Wisconsin

easterner

E-bond

elector, presidential (see Presidential)

electoral college; the electors

Emancipation Proclamation (see Proclamation)

Embassy, British, etc.; the Embassy

Elizabethan Age (see Ages)

Emperor, Ethiopian, etc.; the Emperor

Empire, Ethiopian, etc.; the Empire; *but* an empire

Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company

Engineer Commissioner (see District of Columbia)

Engineer Department (see District of Columbia)

Engineer officer, etc. (of Engineer Corps)

Engineers, Chief of (see Chief)

Enlisted Reserve Corps (see Corps)

Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister

Equator, the; equatorial

Establishment, if part of name; the establishment:

Army

Army Field

Defense

Military

Naval; *but* naval establishments

Navy

Shore

*but* civil establishment; legislative establishment

Estate, Girard (a foundation); the estate

estate, third (the commons); fourth (the press); etc.

European theater of operations; the European theater; the theater

Excellency, His; Their Excellencies

Executive (President of United States):

Decree No. 100; Decree 100; *but*

Executive decree

Document No. 95

Mansion; the mansion; the White House

Office; the Office

Order No. 34; Order 34; *but* Executive order

power

executive:

agreement

department

branch

document

communication

paper

exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:<sup>5</sup> Capital Expenditures, 1935-49

Expedition, Byrd; Lewis and Clark; the expedition

Experiment Station (see Station)

Exposition, California-Pacific International, etc.; the exposition

Express, if part of name: Federal Express, the

Fair Deal

Fair, World's, etc.; the fair

Falangist

fall (season)

Falls, Niagara; the falls

fanciful appellations capitalized:

Bay State (Massachusetts)

Big Four (powers, railroad, etc.)

City of Churches (Brooklyn)

Fair Deal

Great Father (the President)

Keystone State (Pennsylvania)

New Deal (Roosevelt administration)

the Hub (Boston)

Far East (the Orient); Far West (United States); *but* far eastern; far western

<sup>5</sup> See footnote 1, p. 28.

**Farm**, if part of name; the farm:  
 Arlington Experimental (see Arlington)  
 Johnson Farm; *but* Johnson's farm  
 San Diego Farm  
 Wild Tiger Farm  
**Farmers' Home Administration** (see Administration)  
**Fascist**; **Fascisti**; **fascism**  
**Father of his Country** (Washington)  
**Federal** (synonym for United States or other sovereign power):  
 District (Mexico)  
 Government (of any national government)  
**grand jury**; the grand jury  
**land bank** (see Bank)  
**Personnel Council** (see Council)  
**Register** (publication); the Register  
**Reserve bank** (see Bank)  
**Reserve Board**, the Board; *also* Federal Reserve System, the System;  
 Federal Reserve Board Regulation W, *but* regulation W  
**federally**  
**Field**, Byrd, Stewart, etc.; the field  
**fifth column**; **fifth columnist**  
**figure 2, A, II, etc.** (illustration); *but*  
 Figure 2, when part of legend: Figure 2.—Market scenes  
**firm names**:  
 A—C Spark Plug Co.  
 Allen—A Co.  
 Allen B. Du Mont Laboratories  
 Allis-Chalmers Manufacturing Co.  
 American Bank Note Co.  
 American Telephone & Telegraph Co.  
 Bausch & Lomb Optical Co.  
 Beech-Nut Co.  
 Carson, Pirie, Scott & Co.  
 Chicago North Western Railway Co.  
 Colgate-Palmolive-Peet Co.  
 Colt's Patent Fire Arms Manufacturing Co.  
 De Laval Steam Turbine Co.  
 DeVilbiss Co.  
 Dillon, Read & Co.  
 Dow, Jones & Co.  
 Dun & Bradstreet  
 E. I. du Pont de Nemours Co.  
 Francis I. du Pont & Co.  
 Halsey, Stuart & Co.  
 Hart Schaffner & Marx  
 Houghton Mifflin Co.  
 Kennecott Copper Co.  
 Macmillan Co.  
 Montgomery Ward & Co.  
 Phelps Dodge Corp.  
 Procter & Gamble Co.  
 Rand McNally & Co.  
 Remington Rand, Inc.  
 Sears, Roebuck & Co.  
**First Lady** (wife of President)  
**First World War** (see War)  
**flag code**

**flag**, United States:  
 Old Flag, Old Glory  
 Stars and Stripes  
 Star-Spangled Banner  
**flags**, foreign:  
 Tricolor (French)  
 Union Jack (British)  
 United Nations  
**Flats**, Anacostia (see District of Columbia)  
**Fleet**, if part of name; the fleet:  
 Atlantic  
 Channel  
 Grand  
 High Seas  
 Marine Force  
 Naval Reserve  
 Pacific, etc. (naval)  
 6th Fleet, etc.  
 United States  
**Food and Drug Administration** (see Administration)  
**Force(s)**, if part of name; the forces:  
 Air Force (see also Air Force)  
 Armed Forces (synonym for overall Military Establishment)  
 Army Field Forces; the Field Forces  
 Fleet Marine Force  
 Navy Battle (see Navy)  
 Navy Scouting (see Navy)  
 7th Task Force; the task force; *but* task-force report (Hoover Commission)  
**foreign cabinets**:  
 Foreign Office; the Office  
 Minister of Foreign Affairs; the Minister  
 Ministry of Foreign Affairs; the Ministry  
 Premier  
 Prime Minister  
 Foreign Legion (French); the legion  
 Foreign Service (see Service)  
**Forest**, if part of name; the national forest; the forest:  
 Angeles National  
 Black  
 Coconino and Prescott National Forests  
*but* State and National forests  
**Forest Products Laboratory** (see Laboratory)  
**Forest Service** (see Service)  
**Forester** (Chief of Forest Service); the Chief; *also* Chief Forester  
**form 2, A, II, etc.**; *but* Form 2, when part of title: Form 1040: <sup>6</sup> Individual Income Tax Return  
**Fort McHenry**, etc.; the fort  
**Foundation**, if part of name; capitalized standing alone if referring to Federal unit:  
 Chemical; the foundation  
 Infantile Paralysis; the foundation  
 National Science; the Foundation  
 Rockefeller; the foundation  
 Russell Sage; the foundation

<sup>6</sup> See footnote 1, p. 28.



Founding Fathers (colonial)  
 four freedoms  
 Four Power Pact (see Pact)  
 free list; *but* Title I:<sup>7</sup> Free List  
 Freedmen's Hospital (see Hospital)  
 Frisco (for San Francisco; no apostrophe)  
 Fritalux (see alliances)  
 Fund, if part of name; the fund:  
   International Monetary  
   Rockefeller Endowment  
*but* mutual security fund; national  
   service life insurance fund

Gadsden Purchase  
 Gallery of Art, National (see National)  
 Garand rifle  
 Geiger counter  
 General Agreement (see Agreement)  
 General Board (of Navy) (see Board)  
 General Counsel; the Counsel (Federal)  
 General Order No. 14; General Orders,  
   No. 14; a general order  
 gentile  
 geographic terms, such as those listed  
   below,<sup>8</sup> capitalized if part of name;  
   lowercased in general sense (rivers  
   of Virginia and Maryland):

Archipelago	Crater
Arroyo	Creek
Atoll	Crossroads
Bank	Current (ocean feature)
Bar	Cutoff
Basin; <i>but</i> Han- sen flood-con- trol basin	Delta
Bay	Desert
Bayou	Divide
Beach	Dome (not in geologic sense)
Bench	Draw (stream)
Bend	Dune
Bight	Escarpment
Bluff	Falls
Bog	Fault
Borough (boro)	Flat(s)
Bottom	Floodway
Branch (stream)	Ford
Brook	Forest
Butte	Fork (stream)
Canal; the canal (Panama)	Gap
Canyon	Geyser
Cape	Glacier
Cascade	Glen
Cave	Gorge
Cavern	Gulch
Channel	Gulf
Cirque	Gut
Coulee	Harbor
Cove	Head
Crag	Hill
	Hogback

# geographic terms—continued

Hollow	Point
Hook	Pond
Hot Spring	Pool
Icefield	Port (water body)
Inlet	Prairie
Island	Range (moun- tain)
Isle	Rapids
Islet	Ravine
Keys (Florida only)	Reef
Knob	Reservoir
Lagoon	Ridge
Lake	River
Landing	Roads (anchor- age)
Ledge	Rock
Lowland	Run (stream)
Marsh	Sea
Massif	Shoal
Mesa	Sink
Moraine	Slough
Mound	Sound
Mount	Spit
Mountain	Spring
Narrows	Spur
Neck	Strait
Needle	Stream
Notch	Summit
Oasis	Swamp
Ocean	Terrace
Oxbow	Thoroughfare
Palisades	Trench
Park	Trough
Pass	Volcano
Passage	Wash
Peak	Waterway
Peninsula	Woods
Plain	
Plateau	

Geological Survey (see Survey)  
 German measles  
 GI bill of rights  
 Girl Scouts (organization); a Girl Scout;  
   a Scout  
 G-man  
 Gold Coast (Africa)  
 Gold Star Mothers (see American)  
 Golden Age (see Ages)  
 Golden Rule  
 Gospel, if referring to the first four  
   books of the New Testament; *but*  
   gospel truth  
 Government:  
   British, Soviet, etc.; the Government  
   department, officials, -owned, publi-  
   cations, etc. (U. S. Government)  
   National and State Governments  
   Printing Office (see Office)  
   United States; National; Federal;  
   Central; General  
 government:  
   Churchill  
   Communist  
   European governments

<sup>7</sup> See footnote 1, p. 28.

<sup>8</sup> List compiled with the cooperation of the U. S.  
 Board on Geographic Names.

<sup>9</sup> See also footnote on p. 52.

government—continued

Federal, State, and municipal governments  
insular; island  
military  
seat of

State and Provincial governments

governmental

Governor:

of Puerto Rico; the Governor  
of the Federal Reserve Board; the Governor  
of the Panama Canal; the Governor  
of Wisconsin, etc.; the Governor  
*but* a State governor; governors' conference

Governor General of Canada; the Governor General

grade, market (see market grades)

Grand Army of the Republic; the Grand Army; the Army

Grand Army Post, No. 63; Post No. 63; Grand Army post; the post  
grand jury (see Federal)

Grange, the (National)

graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production Levels

Great:

Basin  
Beyond  
Divide  
Father (see fanciful appellations)  
Lakes; the lakes; lake(s) traffic  
Plains; *but* southern Great Plains  
Rebellion (see Rebellion)  
War (see War)  
White Way (New York City)

great circle (navigation)

Greater Los Angeles, Greater New York

Group, Standing (see Organization)

group 2, II, A, etc.; *but* Group 2, when part of title: Group II:<sup>10</sup> List of Countries by States

Guard, National (see National)

guardsman (see Coast Guard; National Guard)

Gulf:

Coast States; *but* gulf coast  
of Mexico; the gulf  
States  
Stream; the stream

Hall (U. S. Senate or House)

Halls of Congress

H-bomb; H-hour

Headquarters:

Alaska Command; the command headquarters  
4th Regiment Headquarters; regimental headquarters  
32d Division Headquarters; the division headquarters

Heaven (Deity); heaven (place)

Hemisphere, Eastern; Western; etc.; the hemisphere

High Church

High Commissioner

High Court (see Supreme Court)

High School, if part of name; the high school:

Catonsville

Western

Highway Bridge (Washington, D. C.); the bridge

Highway No. 40; Route 40; State Route 9; the highway

His Excellency the Duke of Athol, etc.; His Excellency; Their Excellencies

His Majesty; Her Majesty; Their Majesties

historic events and epochs:

Reformation, the

Renaissance, the

Restoration, the (English)

Revolution of July (French)

Revolution, the (American, 1775; French, 1789; English, 1688)

holidays and special days:

Admission Day

Arbor Day

Armed Forces Day

Armistice Day

Christmas Day, Eve

Columbus Day

D-day; D-plus-4-day

Decoration Day

Father's Day

Flag Day

Founders' Day

Fourth of July

Inauguration Day

Independence Day

Labor Day

Lincoln's Birthday

M-day

Memorial Day

Mother's Day

New Year's Day, Eve

Thanksgiving Day

V-E Day; V-J Day

Washington's Birthday

*but* election day; primary day

Holy Scriptures; Holy Writ (Bible)

Home (see Naval; Soldiers')

Hospital, if part of name; the hospital:

Edward Hines, Jr.

5th Regiment

Freedmen's

St. Elizabeths (no apostrophe)

*but* naval (marine or Army) hospital

hospital corpsman (see corpsman)

House, if part of name:

Johnson house (private residence)

Lee (hotel); the house

of Representatives; the House

of the Woods (palace); the house

Office Building (see Building)

*but* both Houses (Congress)

<sup>10</sup> See footnote 1, p. 28.

House of Representatives, titles of officers standing alone capitalized:  
 Chairman (Committee of the Whole)  
 Chaplain  
 Clerk; *but* legislative clerk, etc.  
 Doorkeeper  
 Official Reporter(s)  
 Parliamentarian  
 Postmaster  
 Sergeant at Arms  
 Speaker pro tempore  
 Speaker; speakership  
 Hudson's Bay Company  
 Hydrographer, the (Navy Department)

ice age (see Ages)  
 Ice Bowl (see Bowl)  
 Immigration and Naturalization Service (see Service)  
 Income Tax Unit (see Unit)  
 independence; in the year of our independence the one hundred and seventy-sixth

Indians:  
 Absentee Shawnee  
 Eastern (or Lower) Band of Cherokee; the band  
 Five Civilized Tribes; the tribes  
 Shawnee Tribe; the tribe  
 Six Nations (Iroquois Confederacy)  
 Inland Waterways Corporation (see Corporation; waterway)

Inquisition, Spanish; the Inquisition  
 Institute, if part of name; capitalized standing alone if referring to Federal or international organization:

National Cancer; the Cancer Institute; the Institute  
 National Institutes of Health; the Institutes  
 of International Law; the Institute  
 Woman's Institute; the institute  
 Institution, if part of name; capitalized standing alone if referring to Federal unit:

Carnegie Institution; the institution  
 Columbia Institution for the Deaf; the institution  
 Smithsonian Institution; the Institution

insular government; island government  
 intercoastal waterway (see waterway)

interdepartmental  
 international banks (see Bank)

International Court of Justice (see Court)

international law  
 International Postal Convention (see Convention)

interprovincial  
 interstate

Intracoastal Waterway; the waterway (see also waterway)

intrastate  
 Irish potato

Iron Cross (see decorations)

Iron Curtain; the curtain  
 Isthmian Canal (see Canal)  
 Isthmus of Panama; the isthmus  
 Ivory Coast

Japan Current (see Current)  
 Jersey cattle  
 Jetty, Barnegat, etc.; the jetty  
 Jim Crow law, car, etc.  
 Joint Committee on Atomic Energy (see Committee)  
 Joint Chiefs of Staff; Chiefs of Staff  
 Journal clerk; the clerk  
 Journal (House or Senate)  
 Judge Advocate General, The  
 judiciary, the

King of England, etc.; the King  
 Koran, the; Koranic  
 K-ration  
 Ku Klux Klan; the Klan

Laboratory, if part of name: Forest Products; the Laboratory

Lake, if part of name; the lake:  
 Erie  
 of the Woods  
 Salt

Lakes, Great (see Great Lakes)

Lane, if part of name; the lane:  
 Bradley  
 Maiden

Latin American States (see States)

Latter-day Saints

law of nations

law, Volstead, etc.; law 176; law No. 176; copyright law

Legal Adviser of the Department of State; the Legal Adviser

Legation, Finnish, etc.; the Legation

Legion:

American; the Legion; a Legionnaire  
 French Foreign; the legion

Legislative Assembly, if part of name:  
 of New York; the legislative assembly; the assembly

of Puerto Rico; the legislative assembly; the assembly

legislative branch, clerk, session, etc.

Legislature:

National Legislature (U. S. Congress); the Legislature

Ohio Legislature; Legislature of Ohio; the legislature

lend-lease materials, etc. (see also Act)

Letters Patent No. 378,964; *but* patent No. 378,964; letters patent

Levant, the (Mediterranean region)

Liberty Bell; Liberty ship

Librarian of Congress; the Librarian

Library:

Army Library; the library

of Congress; the Library

Public (District of Columbia); the library

Lieutenant Governor of Idaho, etc.; the Lieutenant Governor



- Light, if part of name; the light:  
 Boston  
 Buffalo South Pier Light 2; *but* light No. 2; light 2  
 Highland  
*but* Massachusetts Bay lights  
 Lighthouse (see Light Station)  
 Lightship, if part of name; the lightship:  
 Grays Reef Lightship  
 North Manitou Shoal Lightship  
 Light Station, if part of name; the light station; the station:  
 Minots Ledge Light Station  
 Watch Hill Light Station  
 Line(s), if part of name; the line(s):  
 Burlington Lines (railroad)  
 Dollar Line (steamship)  
 Greyhound Line (bus)  
 Little Inch; Big Inch (pipelines)  
 Little Steel formula, etc.  
 Local: Teamsters' Local Union, No. 15;  
*but* local No. 15  
 local time, local standard time (see time)  
 Loop, the (see cities)  
 Louisiana Purchase  
 Low Church  
 Lower, if part of name:  
 California (Mexico)  
 Egypt  
 Peninsula (of Michigan)  
*but* lower House of Congress; lower Mississippi  
 Mach (no period) number  
 Magna Carta  
 Majesty, His, Her (see His Majesty)  
 Majority Leader McFarland; *but* the majority leader (U. S. Congress)  
 Mall (see District of Columbia)  
 Manager, if referring to head of Federal or District of Columbia unit  
 Mansion, Executive (see Executive)  
 map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States  
 Marine Corps; the corps:  
 man  
 Marines (the corps); *but* marines (individuals)  
 Organized Reserve; the Reserve  
*also* a marine, a woman marine, the women marines (individuals)  
 Maritime Provinces (Canada) (see Province)  
 market grades:  
 Australian Winter field pea  
 Half Blood, Fine, Second (wool)  
 Middling, Fair, Good, Ordinary (cotton)  
 No. 2 Dark Northern Spring, No. 1 Red Spring, No. 2 Red Durum, Sample grade (wheat)  
 Old Belt Flue-Cured, Southern Bright (tobacco)  
 Prime, Fancy, Common (cattle)  
 market grades—continued  
 Red Kidney, U. S. No. 2 Pea (beans)  
 Timothy Light Clover Mixed, Up-land Prairie (hay)  
 Yellow dent corn  
 Marshal (see Supreme Court)  
 Marshall plan (see plan)  
 Mason-Dixon line *or* Mason and Dixon's line  
 M-day  
 medals (see decorations)  
 Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of United States Congress; *also* Member at Large; *but* membership  
 Memorial Bridge, Arlington (see Bridge)  
 Memorial Parkway, George Washington (see Parkway)  
 Merchant Marine Reserve; the Reserve; *but* United States merchant marine; the merchant marine  
 midcontinent region  
 Middle Ages (see Ages)  
 Middle Atlantic States  
 Middle East (Asia)  
 middle Europe  
 Middle West, Midwest (section of United States)  
 Middle Western States; Midwestern States; *but* midwestern farmers, etc.  
 Midsouth (section of United States)  
 Military Academy (see Academy)  
 Military Establishment (see Establishment)  
 Militia, if part of name; the militia:  
 1st Regiment Ohio  
 Indiana  
 Naval  
 of Ohio  
 Organized  
 milkshed, Ohio, etc. (region)  
 Minister Plenipotentiary; the Minister (see also foreign cabinets)  
 Ministry (see foreign cabinets)  
 Minority Leader Martin; *but* the minority leader (U. S. Congress)  
 Mint, Philadelphia, etc.; the mint  
 Mission, if part of name; the mission:  
 Gospel Mission  
*but* diplomatic mission; military mission; Jones mission  
 Monroe Doctrine; the doctrine  
 Monument:  
 Bunker Hill; the monument  
 Grounds; the grounds (District of Columbia)  
 Washington; the monument (District of Columbia)  
 moon, lowercased unless used with names of other planets  
 Mountain States  
 mountain time, mountain standard time (see time)  
 Mr. Chairman; Mr. Secretary; etc.

Museum, capitalize with name; the museum:  
 Army Medical; the Medical Museum Field  
 National  
 National Air; the Air Museum  
 mutual defense assistance program

Nation (synonym for United States); *but* nationwide; *also* French nation, Balkan nations  
 Nation, Creek; Osage; etc.; the nation  
 nation, in general, standing alone  
 National, in conjunction with capitalized name:  
 Academy of Sciences (see Academy)  
 Advisory Committee for Aeronautics (see Committee)  
 Air Museum (see Museum)  
 and State institutions, etc.  
 Archives, the (see The)  
 Capital (Washington); the Capital  
 Forest (see Forest)  
 Gallery of Art; the National Gallery; the gallery  
 Grange; the Grange  
 Guard, Ohio, etc.; Air National; the National Guard; the guard; a guardsman; *but* a National Guard man  
 Institute (see Institute)  
 Legislature (see Legislature)  
 Museum (see Museum)  
 Naval Medical Center (Bethesda, Md.)  
 Park, Yellowstone, etc.; Yellowstone Park; the national park; the park  
 Treasury; the Treasury  
 War College  
 Woman's Party; the party  
 Zoological Park (see Zoological)

national:  
 anthem, customs, spirit, etc.  
 British, Mexican, etc.  
 -defense agencies

Naval, if part of name:  
 Academy (see Academy)  
 Base, Guam Naval; the naval base  
 District, First Naval (see District)  
 Establishment (see Establishment)  
 Gun Factory; the gun factory; the factory  
 Home (Philadelphia); the home  
 Militia; the militia  
 Observatory (see Observatory)  
 Potomac River Naval Command (see Command)  
 Reserve; the Reserve; a reservist  
 Reserve Force; the force  
 Reserve officer; a Reserve officer  
 Shipyard, if preceding or following name: Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard  
 Station (if preceded by name): Key West, etc.; the station

Naval—Continued  
 Volunteer Naval Reserve  
 War College; the War College; the college

naval, in general sense:  
 command (see Command)  
 district (see District)  
 expenditures, maneuvers, service, stores, etc.  
 petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2  
 navel orange

Navy, American or foreign, if part of name; capitalized standing alone only if referring to United States Navy:  
 Admiral of the; the admiral  
 Battle Force; the Battle Force; the force  
 Establishment; the establishment  
 Hospital Corps; hospital corpsman; the corps  
 Regular  
 regulation 56  
 Scouting Force; the scouting force; the force  
 Seabees (construction battalion); a Seabee  
 7th Task Force (see Force)

Nazi; nazism  
 Near East (Balkans, etc.)  
 Negro; Negress  
 New Deal; anti-New Deal  
 New, if part of name: New Ebbitt; New Willard  
 New England States  
 New World  
 Nine Power Treaty; the treaty

North:  
 Atlantic  
 Atlantic Pact (see Pact)  
 Atlantic States  
 Atlantic Treaty (see Treaty)  
 Atlantic Treaty Organization (see Organization)  
 Equatorial Current (see Current)  
 Korea  
 Pole  
 Star (Polaris)  
 the North (section of United States)

north-central region, etc.

Northern States  
 northerner  
 Northwest Pacific  
 Northwest Territory (1799)  
 Northwest, the (section of United States)  
 Northwest Washington (see cities)

Northwestern:  
 States  
 United States

numbers capitalized if spelled out as part of a name:  
 Charles the First  
 Committee of One Hundred  
 Fourteenth Census (see Census)

Observatory, capitalized with name:

Astrophysical; the Observatory

Lick; the observatory

Naval; the Observatory

Occident, the; occidental

Ocean, if part of name; the ocean:

Antarctic

Arctic

Atlantic

North Atlantic, etc.

Pacific

South Pacific, etc.

Southwest Pacific, etc.

Office, if referring to unit of Federal or District of Columbia Government; the Office:

Chicago Operations Office, etc. (AEC); the Operations Office

Executive

General Accounting Office; the Accounting Office

Government Printing; the Printing Office

of Alien Property

of Chief of Naval Operations

of Education

of Experiment Stations

of the Secretary (Defense); Secretary's Office

Patent

officer:

Army

Marine; *but* naval and marine officers

Navy; Navy and Marine officers

Reserve

WAC, WAVE

Old Dominion (Virginia)

Old South

Old World

Olympic games; Olympiad

Operation Portrex, Snowdrop, etc.

Order of Business No. 56 (congressional calendar)

Ordnance:

Corps (see Corps)

Department; the Department

Depot, Nansemond, etc.; the depot

Organization, if part of name; capitalized standing alone if referring to international unit:

Educational, Scientific, and Cultural (UNESCO)

International Labor

North Atlantic Treaty (NATO):

Chiefs of Staff

Committee of Defense Ministers

Council

Council of Foreign Ministers

Defense Committee

Military Committee

Military Production and Supply Board

mutual defense assistance program

Pact (see Pact)

Regional Planning Group; the Group

Standing Group; the Group

Organization—Continued

of American States (formerly Pan American Union)

United Nations (see United Nations)

Organized:

Marine Corps Reserve; Marine Reserve; the Reserve

Militia; the militia

Naval Militia; the Naval Militia; the militia

Reserve Corps; the Reserve

Orient, the; oriental

Pacific (see also Atlantic):

coast

Coast (*or* Slope) States

Northwest

Northwest Pacific

seaboard

slope

South Pacific

States

time, Pacific standard time (see time)

*but* cispacific; transpacific

Pact, capitalized with name; lowercased standing alone:

Atlantic; Atlantic Defense

Four Power

Kellogg

North Atlantic; North Atlantic Defense

pan-American

Pan American Union (see Organization of American States)

Panhandle of Texas; Texas Panhandle; the panhandle; etc.

Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish

Park, Fairmount, etc.; the park (see also National)

Park Police, United States (District of Columbia); park policeman

Park, Zoological (see Zoological)

Parkway, George Washington Memorial; the memorial parkway; the parkway

Parliament, Houses of; the Parliament

Parliamentarian (U. S. Senate or House)

part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:<sup>11</sup> Iron and Steel Industry

party, political (see political parties)

Pass, Brenner, capitalized if part of name; the pass

patent (see Letters Patent)

Peninsula, Upper (Lower) (Michigan); the peninsula

Penitentiary, Albany, etc.; the penitentiary

Permanent Court of Arbitration (see Court)

<sup>11</sup> See footnote 1, p. 28.



Philippine Republic (see Republic)  
 Pilgrim Fathers (1620); the Pilgrims;  
 a Pilgrim  
 Place, if part of name: Jefferson Place;  
 the place  
 Plains (Great Plains), the  
 plan:  
   controlled materials  
   Marshall (European recovery program)  
   Reorganization Plan No. 6 (Hoover Commission); plan No. 1; the plan  
 Planetarium, Fels, Hayden; the planetarium  
 plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures  
 Plaza, Union Station (Washington, D. C.); the plaza  
 point 4; point 4 program  
 Pole Star (Polaris); polar star  
 Police, if part of name; the police:  
   Capitol  
   Metropolitan (District of Columbia)  
   Park, United States (District of Columbia)  
   White House  
 political parties and adherents (Party, if part of name; the party):  
   Communist; a Communist; a Communist  
   Conservative; a Conservative  
   Democratic; a Democrat  
   Free Soil; a Free Soiler  
   Independent; an Independent  
   National Woman's; Woman's Party  
   Progressive; a Progressive  
   Republican; Grand Old Party; *but* grand old Republican Party; a Republican  
   Socialist; a Socialist  
   States' Rights; States' Righter; a Dixiecrat; *but* States rights (in general sense)  
 Port, if part of name; the port:  
   of New York Authority (see Authority)  
   *but* Baltimore port; port of Baltimore  
 Post Office Box, capitalized as part of address; otherwise lowercased  
 postal savings account  
 Postal Savings System (see System)  
 Postal Union (see Union)  
 Postmaster General  
 Powers, if part of name; the powers (see also alliances)  
   Allied (World Wars I and II)  
   Axis (World War)  
   Big Four  
   *but* European powers  
 precinct; first, 11th precinct (see rule 11.10)  
 Premier (see foreign cabinets)  
 Preserve, Wichita National Forest Game; etc.; Wichita Game Preserve; Wichita preserve  
 Presidency (office of head of government)

President:  
   of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name  
   of any other country; the President *but* president of the Erie Railroad  
 Presidential assistant, authority, order, proclamation; *but* presidential candidate, election, timber, year  
 Prime Minister (see foreign cabinets)  
 Printing Office, Government (see Office)  
 Privy Council, His Majesty's (see Council)  
 prize, Pulitzer, etc.  
 Proclamation, Emancipation; the proclamation; *but* Presidential proclamation  
 program:  
   European recovery  
   mutual defense assistance  
   point 4  
   universal military training  
 project:  
   Kentucky  
   Manhattan  
   Rochester atomic energy  
   University of California atomic energy  
 Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province  
 Proving Ground, Aberdeen, etc.; the proving ground  
 Public Act 26; Public Law 9; Public 37; Public Resolution 3  
 Public Printer; the Government Printer; the Printer  
 Puerto Rico:  
   government  
   Governor of; the Governor  
   Legislative Assembly of; the legislative assembly  
   Provisional Regiment; *but* Puerto Rico regiment  
   Resident Commissioner  
 Purchase, Gadsden, Louisiana, etc.  
 Puritan; puritanical  
 Quad Cities (Davenport, Rock Island, Moline, and East Moline)  
 Ranch, King, etc.; the ranch  
 Range, Cascade, etc. (mountains); the range  
 Rebellion, if part of name; the rebellion:  
   Boxer  
   Great (Civil War)  
   War of the  
   Whisky  
 Reconstruction Finance Corporation (see Corporation)  
 Red army  
 Red Cross, American (see American)

Reds, the; a Red (political)  
 Reformation, the  
 Reformatory, Elmira, etc.; the reform-  
 atory  
 Refuge, Blackwater Migratory Bird,  
 etc.; Blackwater Bird Refuge; Black-  
 water refuge  
 region, north-central, etc.; first region,  
 10th region (see rule 11.10); mid-  
 continent  
 Register, Federal (see Federal)  
 Register of the Treasury; the Register  
 Regular Army, Navy  
 regulation:  
   ceiling-price regulation 8  
   56 (Navy)  
   supplementary regulation 22  
   W (see also Federal Reserve Board)  
 Reign of Terror (France, 1792)  
 religious terms:  
   Bahai  
   Baptist  
   Brahman  
   Buddhist  
   Catholic; Catholicism; *but catholic*  
   (universal)  
   Christian  
   Christian Science  
   Evangelical  
   Hebrew  
   Latter-day Saints  
   Mohammedan  
   New Thought  
   Protestant; Protestantism  
   Seventh-day Adventists  
   Seventh-Day Baptists  
   United Brethren  
   Zoroastrian  
 Renaissance, the (era)  
 reorganization plan (see plan)  
 Report, if part of name (with date or  
 number); the annual report; the  
 report:  
   Annual Report of the Secretary of  
   Defense for the year ended June  
   30, 1950  
   1950 Report of the Chief of the For-  
   est Service  
   Railroad Retirement Board Annual  
   Report, 1950; *but* annual report of  
   the Railroad Retirement Board  
   Seventh Annual Report of the Public  
   Printer; *but* seventh annual report  
   United States Reports (publication)  
   *but* Hoover Commission report;  
   Hoover report; task-force report  
 Reporter, the (U. S. Supreme Court)  
 Representative; Representative at  
   Large (U. S. Congress)  
 Republic, capitalized if part of name;  
   capitalized standing alone if refer-  
   ring to a specific government:  
   French; the Republic  
   Irish; the Republic  
   of Panama; the Republic  
   of the Philippines; Philippine Re-  
   public; the Republic

Republic—Continued  
   United States; the Republic  
   also the American Republics; the  
   Latin American Republics; South  
   American Republics; the Republics  
 Reservation (forest, military, or In-  
 dian), if part of name; the reser-  
 vation:  
   Great Sioux  
   Hill Military  
 Reserve, if part of name; the Reserve  
   (see also Air Force; Army Corps;  
   Marine Corps; Merchant Marine;  
   Naval):  
   Active  
   Air Force  
   Army  
   bank (see Bank)  
   Board, Federal (see Federal)  
   city (see Bank)  
   Civil Air Patrol  
   components  
   Enlisted  
   Inactive  
   Naval  
   officer  
   Officers' Training Corps  
   Organized Reserve Corps  
   Ready  
   Retired  
   Standby  
   Volunteer Naval  
   Women's (see Women's Reserve)  
 Reserves, the; reservist  
 Resident Commissioner (see Member;  
   Puerto Rico)  
 Resolution, if part of name; the resolu-  
 tion:  
   House Joint Resolution 3  
   Public Resolution 6  
   Resolution 42  
   Senate Concurrent Resolution 18  
 Revised Statutes (United States); Sup-  
 plement to the Revised Statutes; the  
 statutes  
 Revolution, Revolutionary (if referring  
 to the American, French, or English  
 Revolution) (see also War)  
 Road, if part of name; the road:  
   Benning  
   Piney Branch  
 Roman numerals, common nouns used  
   with, not capitalized:  
   book II; chapter II; part II; etc.  
   *but* Book II;<sup>12</sup> Modern Types (com-  
   plete heading); Part XI;<sup>12</sup> Early  
   Thought (complete heading)  
 route No. 12466; mail route 1742; rail-  
 way mail route 1144; *but* Route 40,  
 State Route 9 (highways)  
 rule 21; rule XXI; *but* Rule 21, when  
 part of title: Rule 21;<sup>12</sup> Renewal of  
 Motion  
 Ruler of the Universe (Deity)

<sup>12</sup> See footnote 1, p. 28.

Sabbath; Sabbath Day  
 sanitary district (see District)  
 savings bond (see bond)  
 schedule 2, A, II, etc.; *but* Schedule 2,  
 when part of title: Schedule 2:<sup>13</sup>  
 Open and Prepay Stations  
 School, if part of name; the school:  
 any school of the United States  
 Army or Navy  
 Hayes  
 Pawnee Indian  
 St. John's Industrial  
 school district (see District)  
 Scriptures; Holy Scriptures (the Bible)  
 Seabees (see Navy)  
 seaboard, eastern, etc.  
 Second World War (see War)  
 Secretariat (see United Nations)  
 Secretaries of the Army and the Navy;  
*but* Secretaries of the military depart-  
 ments  
 Secretary, head of national govern-  
 mental unit:  
 of Defense; of State; etc.; the Sec-  
 retary  
 of State for Foreign Affairs (British);  
 for the Colonies; etc.; the Secretary  
 of the Smithsonian Institution; the  
 Secretary  
*also* the Assistant Secretary; the  
 Executive Secretary  
*but* secretary of the Interstate Com-  
 merce Commission; secretary of  
 state of Iowa  
 Secretary General; the Secretary Gen-  
 eral:  
 Organization of American States  
 (formerly Pan American Union)  
 South Pacific Commission  
 United Nations  
 section 2, A, II, etc.; *but* Section 2, when  
 part of title: Section 2:<sup>13</sup> Test Con-  
 struction Theory  
 Selective Service (see Service; System)  
 Senate, titles of officers standing alone  
 capitalized:  
 Chaplain  
 Chief Clerk  
 Doorkeeper  
 Official Reporter(s)  
 Parliamentarian  
 Postmaster  
 President of the  
 President pro tempore  
 Presiding Officer  
 Secretary  
 Sergeant at Arms  
 Senator (U. S. Congress); *but* lower-  
 cased if referring to a State senator,  
 unless preceding a name  
 senatorial  
 Sergeant at Arms (U. S. Senate or  
 House)  
 Sermon on the Mount

Service, if referring to Federal or  
 District of Columbia unit; the  
 Service:  
 Employment  
 Extension  
 Fish and Wildlife  
 Foreign  
 Forest  
 Immigration and Naturalization  
 Mediation and Conciliation  
 National Park  
 Officer Procurement  
 Postal Transportation  
 Secret (Treasury)  
 Selective (see also System); *but*  
 selective service, in general sense;  
 selective-service classification I-A,  
 4-F, etc.  
 Soil Conservation  
 service:  
 airmail  
 Army  
 city delivery  
 consular  
 customs (see Bureau)  
 diplomatic  
 general delivery  
 naval  
 Navy  
 parcel post  
 postal  
 railway mail (see Division)  
 rural free delivery; rural delivery;  
 free delivery  
 special delivery  
 star route  
 Shelf, Continental (see Continental)  
 ship of state (unless personified)  
 Sister; Sisters (adherents of religious  
 order)  
 Six Nations (see Indians)  
 Smithsonian Institution (see Institu-  
 tion)  
 Socialist; socialism; socialistic (see also  
 political parties)  
 Society, if part of name; the society:  
 Boston Medical  
 of the Cincinnati  
 soil names:  
 Alpine Meadow Podzol  
 Bog Prairie  
 Brown Ramann's Brown  
 Chernozem Red  
 (Black) Rendzina  
 Chestnut Sierozem (Gray)  
 Desert Solonchak  
 Gray-Brown Solonetz  
 Podzolic Soloth  
 Half Bog Terra Rossa  
 Laterite Tundra  
 Pedalfer Wiesenboden  
 Pedocal Yellow  
 Soldiers' Home, if part of name;  
 Ohio Soldiers' Home; the soldiers'  
 home; etc.

<sup>13</sup> See footnote 1, p. 28.



- Soldiers' Home, the (District of Columbia only); the home  
 Solicitor for the Department of Commerce, etc.; the Solicitor  
 Solicitor General (Department of Justice)  
 Son of Man (Christ)  
 Sons of the American Revolution (organization); a Son; a Real Son  
 South:  
   American Republics (see Republic)  
   American States (see States)  
   Atlantic  
   Atlantic States  
   Deep South (United States)  
   Korea  
   Midsouth (United States)  
   Pacific  
   Pole  
   the South (section of United States); Southland  
 southern California, etc.  
 Southern United States  
 southerner  
 Soviet (see U. S. S. R.)  
 Spanish-American War (see War)  
 Special Order No. 12; Special Orders, No. 12; a special order  
 Speedway, the (see District of Columbia)  
 Spirit of '76 (painting); *but* spirit of '76 (in general sense)  
 spring (season)  
 Square, Franklin, Lafayette, etc.; the square  
 Staked Plain  
 standard time (see time)  
 Star of Bethlehem  
 Star-Spangled Banner (see flag)  
 state:  
   and church  
   of the Union message  
   statehood, statehouse, stateside, statewide  
   upstate  
   welfare  
 State:  
   Legislature (see Legislature)  
   line, Iowa, Ohio-Indiana, etc.  
   New York  
   of Israel  
   of Pennsylvania  
   of Veracruz  
   out-of-State (adjective)  
   prison  
   rights; States rights  
   Vatican City  
 State's attorney  
 state's evidence  
 States:  
   Arab  
   Balkan  
   Baltic  
   Communitic  
   Eastern; *but* eastern industrial States  
   East North Central  
   East South Central  
 States—Continued  
   Eastern Gulf  
   Eastern North Central, etc.  
   Far Western  
   Gulf; Gulf Coast  
   Lake  
   Latin American  
   Middle  
   Middle Atlantic  
   Middle Western  
   Midwestern  
   Mountain  
   New England  
   North Atlantic  
   Northwestern, etc.  
   Organization of American Pacific  
   Pacific Coast  
   rights  
   South American  
   South Atlantic  
   the six States of Australia  
   Thirteen Original  
   West North Central  
   West South Central  
   Western; *but* western Gulf; western farming States  
 Station, if part of name; not capitalized if referring to surveying or similar work:  
   Grand Central Station; the station  
   Key West Naval Station (see Naval)  
   Nebraska Experiment Station; experiment station, Nebraska; Nebraska station; the station  
   Union; Union Depot; the depot  
   WRC station; station WRC; radio station WRC; broadcasting station WRC  
   *but* substation A  
 Statue of Liberty; the statue  
 Statutes at Large (United States) (see also Revised Statutes)  
 stone age (see Ages)  
 Stream, Gulf (see Gulf; Geographic terms)  
 Street, if part of name; the street:  
   I Street (not Eye)  
   Fifteen-and-a-Half  
   110th Street  
 Subtreasury, New York, etc.; subtreasury at New York; the subtreasury  
 subtropical, subtropic(s) (see tropical)  
 summer  
 sun, lowercased unless used with names of other planets  
 Superintendent, if referring to head of Federal or District of Columbia unit; the Superintendent:  
   of Documents (Government Printing Office)  
   of the Naval (or Military) Academy  
 Supplement to the Revised Statutes (see Revised Statutes)  
 Supreme Bench; the Bench; *also* High Bench

Supreme Court (United States); the Court; *also* High Court; titles of officers standing alone capitalized: Associate Justice; Justice  
 Chief Justice  
 Clerk  
 Marshal  
 Reporter  
 Surgeon General, the (Army, Navy, and Public Health Service)  
 Survey, if part of name of Federal or District of Columbia unit; the Survey: Coast and Geodetic; Geological  
 System, if referring to Federal or District of Columbia unit; the System: Federal Reserve  
 Postal Savings  
 Selective Service (see *also* Service)  
*but* Pennsylvania Railway system; Pennsylvania system; Bell System, the system

table 2, II, A, etc.; *but* Table 2, when part of title: Table 2.—Degrees of Land Deterioration

task force (see Force; Report)

Territorial, if referring to a political subdivision

Territory, capitalized if part of name; capitalized standing alone if referring to a United States Territory: Northwest (1799); the territory of Hawaii; the Territory

Trust Territory of the Pacific Islands; Pacific Islands Trust Territory; trust territory; the territory

The, part of name, capitalized:

The Adjutant General (only when so in copy)

The Dalles; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Hague Conference; the Weirs streets

*but* the National Archives; the Archives; the Times; the *Mermaid*; the Federal Express

Thirteen American Colonies, etc. (see Colonies)

Thirteen Original States

time:

Atlantic, Atlantic standard  
 central, central standard  
 eastern, eastern daylight, eastern standard

Greenwich civil, etc.

local, local standard

mountain, mountain standard

Pacific, Pacific standard

universal

title 2, II, A, etc.; *but* Title 2, when part of title: Title 2:<sup>14</sup> General Provisions

Tomb:

Grant's; the tomb

of the Unknown Soldier; Unknown

Soldier's Tomb; the tomb

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

trade names:

Airwick

Royal typewriter

Monel metal

Shredded Wheat

Packard 8

Snowerop

Plexiglas

Studebaker Com-

Pyrex glass

mander

transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan

Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.

Treasurer of the United States; the Treasurer

Treasury notes

Treasury, of the United States; General; National; Public; Register of the

Treaty, if part of name; the treaty:

Jay Treaty

North Atlantic; North Atlantic Defense

of Versailles

*but* treaty of 1919

Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

Tropic of Cancer, of Capricorn; the Tropics

tropical; neotropic, neotropical; subtropic(s), subtropical

Trust, Power, etc.

trust territory (see Territory)

Tunnel, Holland, Lincoln, etc.; the tunnel; *but* irrigation, railroad, etc., tunnel

Turnpike, Pennsylvania, etc.; the turnpike

Twin Cities (Minneapolis and St. Paul)

U-boat

Under Secretary, if referring to officer of Federal Government; the Under Secretary:

of Agriculture

of State

of the Treasury

Uniform Code of Military Justice (see Code)

Union, if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit:

International Typographical; the typographical union; the union

<sup>14</sup> See footnote 1, p. 28.

## Union—Continued

- Pan American (see Organization of American States)
- Station; *but* union passenger station; union freight station
- Universal Postal; the Postal Union; the Union
- Western (see alliances)
- Woman's Christian Temperance *but* painters union; printers union
- Union Jack (see flags)
- Union of Soviet Socialist Republics (see U. S. S. R.)
- Unit, if referring to Federal or District of Columbia branch; the Unit:
  - Alcohol Tax
  - Income Tax
  - but* Pasco unit
- United Nations:
  - Charter; the charter
  - Conference on International Organization; the Conference
  - Economic and Social Council; the Council
  - Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
  - Food and Agriculture Organization (FAO); the Organization
  - General Assembly; the Assembly
  - International Children's Emergency Fund; the fund
  - International Court of Justice; the Court
  - International Labor Organization (see Organization)
  - Little Assembly; the Assembly
  - Permanent Court of Arbitration (see Court)
  - Secretariat, the
  - Secretary General
  - Security Council; the Council
  - Trusteeship Council; the Council
  - World Health Organization (WHO); the Organization
- universal:
  - military training (see program)
  - time (see time)
- Universal Postal Union (see Union)
- University, if part of name: Stanford; the university
- Unknown Soldier (see also Tomb)
- Upper, if part of name:
  - Egypt
  - Peninsula (of Michigan)
  - but* upper House of Congress
- U. S. S. R. (Union of Soviet Socialist Republics):
  - Cominform (Communist Information Bureau)
  - Communist International
  - Communist States
  - Politburo
  - Red army
  - Reds, the; a Red

## U. S. S. R.—Continued

- Soviet, if part of name; capitalized standing alone if referring to central governmental unit:
  - Government; *but* Communist government
  - Moscow
  - National
  - of Labor and Defense
  - but* a soviet; sovietic; sovietism; sovietize
- Valley, Shenandoah, etc.; the valley; *but* the valleys of Maryland and Virginia
- Vari-Typer (trade name); *but* varityped, varityping
- V-E Day; V-J Day (see holidays)
- veteran, World War
- Veterans' Administration (see Administration)
- vice consul, British, etc.
- Vice President (same as President)
- Victoria Cross (see decorations)
- Victory:
  - bond (see bond)
  - ship
  - but* victory garden, speaker, etc.
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2: <sup>15</sup> Five Rivers in America's Future
- Volunteer Naval Reserve (see Reserve)
- WAC (see Corps)
- War, if part of name:
  - Between the States
  - Civil
  - First World War; World War I; World War; Great War; Second World War; World War II
  - French and Indian (1754-63)
  - Mexican
  - of the Nations
  - of the Rebellion; the rebellion of the Revolution; the Revolution of 1812; *but* war of 1914
  - Philippine Insurrection
  - Revolutionary
  - Seven Years'
  - Spanish
  - Spanish-American
- war:
  - cold, hot
  - European
  - French and Indian wars
  - Indian
  - third world; world war III
  - with Mexico
  - with Spain
- war bond (see bond)
- War College, National (see College)
- War Mothers (see American)
- ward 1, 2, etc.; first, 11th, etc. (see rule 11.10)
- Washington's Farewell Address

<sup>15</sup> See footnote 1, p. 23.



waterway, inland, intercoastal, etc.;  
*but* Intracoastal Waterway  
 Week, Fire Prevention; etc.  
 welfare state

West:

Coast (Africa); *but* west coast (United States)

End, etc. (section of city)

Europe (political entity)

Far West; Far Western States

Florida (1763–1819)

Germany (political entity)

Middle (United States); Midwest

South Central States, etc.

the West (section of United States;

*also* world political entity)

Western:

Europe (political entity)

Germany (political entity)

Hemisphere; the hemisphere

North Central States

States (see States)

Union (see alliances)

United States

World

*but* western farming States

Wheat Belt (see Belt)

whip, the (of political party in Congress)

Whisky Rebellion (see Rebellion)

White House:

Blue Room

East Room

Police (see Police)

Red Room

State Dining Room

white paper, British, etc.

winter

woman marine, etc. (see Marine Corps)

Woman's Christian Temperance Union  
 (see Union)

Woman's Party (see National)

Women's Army Corps (see Corps)

Women in the Air Force (WAF); a  
 Waf, Wafs (individuals)

Women's Reserve of the Coast Guard  
 Reserve; Women's Reserve; the  
 Reserve; SPAR, popular name,  
 made up of initial letters of motto  
*semper paratus—always ready*; a Spar

Women's Reserve of the Naval Re-  
 serve; Women's Reserve; the Re-  
 serve; WAVES (women accepted for  
 volunteer emergency service); a  
 Wave

Wood, if part of name:

Belleau Wood

House of the Woods (**palace**)

World, New, Old

World War (see War)

World War II veteran

X-ray

Young Women's Christian Association  
 (see Association)

Your Excellency; Your Honor; Your  
 Majesty; etc.

Zone, if part of name; the zone:

Bizonia; bizonal

British (in Germany)

Canal (Panama)

Eastern, Western (Germany)

Frigid

New York Foreign-Trade; Foreign-  
 Trade Zone No. 1; *but* the foreign-  
 trade zone

of Interior (see Command)

Temperate, Torrid; the zone

Trizonia; trizonal

*but* eastern standard time zone, etc.

Zoological Park (National); the zoo;  
 the park

Spelling

Compound  
Words

Guide to  
Com-  
pounding

Plant  
Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Italo

Signs and  
Symbols





## 5. SPELLING

(See also Compound Words; Abbreviations)

**5.1.** To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. The guide is Webster's New International Dictionary, which, in successive editions, has been the accepted authority for Government printing for more than 85 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

### Preferred and difficult spellings

**5.2.** In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 4.)

abattoir	aide-de-camp	assassinate	bombazine
aberration	airplane	atheneum	born (birth)
abetter	albumen (egg)	attester	borne (carried)
abettor (law)	albumin (chem-	autogiro	bouillon (soup)
abridgment	istry)	awhile (for some	bullion (metal)
absorb (take in)	aline	time)	boulder
adsorb (adhe-	allottee	a while (a short	bourgeoisie
sion)	all ready (pre-	time)	breach (gap)
abysmal	pared)	ax	breech (lower
a cappella	already (previ-	aye	part)
accede (yield)	ous)	backward	brier
exceed (surpass)	all right	baloney (bun-	briquet, -ted, -ting
accepter	aluminum	combe)	Britannia
acceptor (law)	ambidextrous	bologna (sau-	broadax
accessory	ameba	sage)	bronco
accommodate	analog	bandanna	brunet (masc.,
accordion	analogous	bargainer	fem.)
accouter	anemia	bargainor (law)	buccaneer
accursed	anesthetic	baritone	bunion
acetic (acid)	aneurysm	bark (boat)	bur
ascetic (austere)	anomalous	barreled, -ing	burned
acknowledgment	anonymous	bastille	bus, buses
acoustic	antediluvian	battalion	butadiene
adapter	anyway (adv.)	bazaar	caffeine
adjurer	anywise (adv.)	behoove	calcareous
adjuster	appall, -ed, -ing	beneficent	calcimine
ad nauseam	appareled, -ing	benefited	caldron
adviser	aquatic	bettor (wagerer)	calender (paper
adz	aqueduct	beveled, -ing	finish)
aegis	archeology	biased, -ing	caliber
affect (influence)	arrester	bimetallism	caliper
effect (result)	artisan	blessed	calk
afterward	asafetida	bloc (group)	calligraphy
aging	ascendance, -ant	blond (masc., fem.)	callus (n.)
aid (n., v.)	ascent (rise)	bluing	callous (adj.)
aide (military)	assent (consent)		

calorie	combated, -ing	dieretic	enfeeble
canceled, -ing	commiserate	dietitian	enforce, -ment
canceler	complement (com- plete)	diffuser	engraft
cancellation	complement (praise)	dike	enroll, -ed, -ing, -ment
candor	confectionery	dilettante	enshade
canister	confidant (masc., fem.)	dinghy (boat)	ensheathe
cannot	confirmer	diphtheria	ensnare
cantaloup	confirmor (law)	discreet (prudent)	enthrall
canvas (cloth)	conjurer	discrete (dis- tinct)	entrench
canvass (solicit)	connector	disheveled, -ing	entrepreneur
canyon	connoisseur	disk	entrust
capital (city)	consecrator	dispatch	entwine
capitol (build- ing)	consensus	dissension	envelop (v.)
carabao (sing., pl.)	consignor	distention	envelope (n.)
carat (weight)	consulter	distill, -ed, -ing, -ment	enwrap
caret (omission mark)	consummate	distributor	eon
carbureted, -ing	contradictor	diverter	epaulet, -ed, -ing
carburetor	converter	divorcee	epiglottis
Caribbean	conveyor	doctoral	epilog
caroled, -ing	cooky	doctrinaire	equaled, -ing
carotene	coolie	doggerel	erysipelas
cartilage	cornetist	dossier	escaloped, -ing
caster (roller)	corollary	doweled, -ing	escapable
castor (oil)	corvette	downward	esophagus
casual (unimpor- tant)	councilor (of coun- cil)	draft	esthetic
causal (cause)	counselor (ad- viser)	dreadnought	etiology
catalog, -ed, -ing	counseled, -ing	dreamed	evacuee
cataloger	cozy	drought	evanescent
catsup	crawfish	dueled, -ing	exhibitor
caviar	creneled, -ing	duffel	exhilarate
caviled, -ing	crystaled, -ing	dullness	exonerate
caviler	crystalline	dumfound	exorbitant
cecum	crystallize	dwelt	expellent
center	cudged, -ing	dyeing (coloring)	exposé (exposure) (n.)
centipede	cyclopedia	dying (death)	expose (to lay open) (v.)
cesarean	debarkation	eastward	exsiccate
chaise longue	decalog	ecstasy	extant (in exist- ence)
chancellor	defense	edema	extent (range)
channeled, -ing	demagog	edgewise	extoll, -ed, -ing
chaperon	demarcation	elemosynary	eying
chautauqua	dependent	elicit (to draw)	eyrie
chauvinism	descendant (n., adj.)	illicit (illegal)	
check	desecrater	embarrass	falderal
chiffonier	desuetude	embed	fantasy
chili (pepper)	detractor	emboweled, -ing	farther (distance)
chile con carne	develop, -ment	emboweler	further (not dis- tance)
chiseled, -ing	device (contriv- ance)	emigrant (go from)	
chlorophyll	devise (convey)	immigrant (go into)	favor
cigarette	dextrous	emigree	fecal
citable	diagramed, -ing	employee	feces
clamor	diagrammatic	enameled, -ing	fetal
clew (nautical)	dialed, -ing	encage	fetish
clue (other meanings)	dialog	encase	fetus
climactic (climax)	diaphragm	encave	fiber
climatic (cli- mate)	diarrhea	enclasp	filigree
cocaine	dickey	enclose	finable
coconut	dieresis	enclosure	finagle
cocoon		encumber	fiord <sup>1</sup>
coleslaw		encumbrance	flammable (not in- flammable)
colloquy		encyclopedia	flection
colossal		endorse, -ment	fledgling
		endwise	

<sup>1</sup> As common noun; as part of name, follow decisions of U. S. Board on Geographic Names.



flier	heinous	labeled, -ing	mileage
flotage	hemoglobin	lacquer	miliary (tubercu- losis)
flotation	hemorrhage	lacrima	milieu
fluorescent	heterogeneous	landward	milk cow
focused, -ing	hiccup	lath (wood)	millenary (thou- sand)
forbade	highfalutin	lathe (machine)	millinery (hats)
forebear (endur- ance, etc.)	hijack	laureled	millennium
forebear (ances- tor)	Hindu	leitmotiv	misspell
foresee	homeopath	lengthwise	miter
forgettable	homeward	leukemia	moccasin
forgo (relinquish)	homogeneity	leveled, -ing	modeled, -ing
forego (precede)	hypocrisy	leveler	modeler
forswear	hypotenuse	liaison	mold
fortissimo	idiosyncrasy	libelant	molt
fricassee	idyl	libeled, -ing	moneys
fuchsia	impaneled, -ing	libelee	monogramed, -ing
fueler	imperiled, -ing	libeler	monolog
fulfill, -ed, -ing, -ment	impostor	license	mortise
fulsome	impresario	licorice	movable
fungus (n., adj.)	imprimatur	likable	mucilage
funneled, -ing	indict (to accuse)	lilliputian	mucus (n.)
furor	indite (to com- pose)	linage (lines)	mucous (adj.)
fuse (all meanings)	inequity (unfair- ness)	lineage (descent)	mustache
fuselage	iniquity (sin)	liquefy	
fusillade	inferable	liquor	
	infernal	liqueur	
gage	infold	liter	naphtha
gaiety	ingenious (skillful)	livable	Navaho
gaily	ingenuous (sim- ple)	loath (reluctant)	nazism
galosh	innocuous	loathe (detest)	niacin
gambled, -ing	innuendo	lodestar	nickel
garrote	inoculate	lodestone	niter
gasoline	inquire	lodgment	nonplused
gazetteer	inquiry	luster	northward
gelatin	install, -ed, -ing, -ment	madam	numskull
generalissimo	installation	maize (corn)	
glamorous	instill, -ed, -ing	maze (labyrinth)	obligato
glamour	insure	maneuver	obloquy
glycerin	intelligentsia	manikin	ocher
gobbledygook	interceptor	mantel (shelf)	octet
goodby	interment (burial)	mantle (cloak)	offal
gram	internment (de- tention)	manywise (adv.)	offense
graveled, -ing	intern	marbelize	omelet
gray	intervener	margarin (chemis- try)	oneself
grievous	intervenor (law)	margarine (but- ter substitute)	onward
groveled, -ing	intransigent (n., adj.)	marihuana	ophthalmology
gruesome	inward	marshaled, -ing	opossum
guarantee (v.)	iridescent	marshaler	orangutan
guaranty (n.)	isosceles	marveled, -ing	ordnance (law)
guerrilla (preda- tory)		marvelous	ordnance (mili- tary)
gorilla (ape)		meager	organdie
guttural	jalopy	medaled, -ing	orthopedia
gypsy	jeweled, -ing, -er	medalist	
	judgment	medieval	pajamas
hallelujah	jujitsu	metaled, -ing	paleontology
Halloween		metalize	paneled, -ing
harass		meteorology	paraffin
harebrained		(weather)	paralleled, -ing
harken	kerneled, -ing	metrology	parallelepiped
healthful (produc- ing health)	kerosene	(weights and measures)	parceled, -ing
healthy (with health)	kidnaped, -ing	meter	partisan
	kidnaper	mil (1/1000 inch)	pastime
	kilogram	mill (1/1000 dollar)	peccadillo
	kopek		peddler
			penciled, -ing



pendant (n.)	pusillanimous	sextet	tercentenary
pendent (u. m.)	pygmy	Shakespearean	theater
percent		shellacking	therefor (for it)
peremptory (decisive)	quarreled, -ing	shoveled, -ing	therefore (for that reason)
preemptory (preference)	quartet	shriveled, -ing	thiamine
perennial	quaternary	sideward	thralldom
periled, -ing	questionnaire	signaled, -ing	thrash
permittee	queue	siphon	thresh (grain)
perquisite (privilege)		sirup	threshold
prerequisite (requirement)	raccoon	skeptic	tie, tied, tying
personal (individual)	racket (all meanings)	skillful	timber (wood)
personnel (staff)	rapprochement	skulduggery	timbre (tone)
perspective (view)	rarefy	smolder	tinseled, -ing
prospective (expected)	rarity	sniveled, -ing	titer
petaled, -ing	ratable	snorkel	tonsillitis
Pharaoh	rattan	soliloquy	tormenter
pharmacopoeia	raveled, -ing	sometime (formerly)	totaled, -ing
phoenix	reconnaissance	some time (some time ago)	toward
phlegm	reconnoiter	sometimes (at times)	toweled, -ing
phosphorus	referable	southward	toxemia
phosphorous	refrigerator	spacious (space)	trafficking
pickax	registrar	specious (plausible)	trammeled, -ing
picnicking	reinforce (all meanings)	specter	tranquelize
pipet	relater	spelled	tranquillizer
plaque	relator (law)	spirituous (liquor) (not spiritous)	tranquillity
pledger	remodeler	spirochete	transcendent
pledgor (law)	renaissance	spoliation	transferable
plenitude	reparable	stanch	transferor
plow	repellent (n., adj.)	stationary (fixed)	transferred
poleax	rescission	stationery (paper)	transonic
pollination	reveled, -ing	statue (sculpture)	traveled, -ing
pommelled, -ing	reveler	stature (height)	traveler
ponton (military)	rhyme	statute (law)	travelog
pontoon	rived, -ing	stenciled, -ing	triptych
practice (n., v.)	roweled, -ing	stenciler	trolley
precedence (priority)	ruble	stiffing	troop (soldiers)
precedents (usage)	saccharin (n.)	stratagem	troupe (actors)
pretense	saccharine (adj.)	stubbornness	troweled, -ing
preventive	sacrilegious	stupefy	tryptophan
principal (chief)	salable	subpena, -ed	tularemia
principle (position)	sanded, -ing	subtlety	tunneled, -ing
privilege	satellite	succor	tunneler
proffer	satinet	sulfur (also derivatives)	turquoise
programed, -ing	savable	sulfanilamide	typify
programer	savanna	sulfureted, -ing	tyrannical
programmatic	savior	supererogation	tyro
prolog	Saviour (Christ)	surreptitious	
promissory	scalloped, -ing	surveillance	unctuous
pronunciation	schizophrenia	swiveled, -ing	unwieldy
propellent (n., adj.)	scion (horticulture)	sylvan	upward
prophecy (n.)	scurrilous	synonymous	uremia
prophecy (v.)	seismology		
ptomaine	selvage (edging)		vacillate
pubic (anatomy)	salvage (save)		valance (drape)
pulmotor	sentineled, -ing		valence (chemistry)
	separate		
	sepulcher		veld
	seriatim	taboo	veranda
	settler	tactician	vermillion
	settlor (law)	tasseled, -ing	vicissitude
	sewage (waste)	tattoo	victualled, -ing
	sewerage (drain system)	taxied, -ing	victualer
		technique	vilify
		teetotaler	villain
			visa, -ed, -ing

vitamin	wainscoting	whimsey	woolen
vitrify	weeviled, -ing	whisky, -ies	woolly
votable	welder	willful	worshiped, -ing
vying	westward	woeful	worshiper

**Anglicized and foreign words**

**5.3.** Diacritical marks are not used with completely anglicized words.

abaca	coupe	glace	portiere
aide memoire	creme	grille	pousse cafe
a la carte	crepe	gruyere	premiere
a la king	crepe de chine	habitué	protege (masc., fem.)
alamode	debacle	ingenue	puree
angstrom	debris	jardiniere	râle
aperitif	debut	litterateur	recherche
applique	debutante	materiel	regime
apropos	decollete	matinee	role
boutonniere	dejeuner	melange	rotisserie
brassiere	denouement	melee	roue
cafe	depot	menage	saute
cafeteria	eclair	mesalliance	seance
caique	eclat	metier	senor
canape	ecru	moire	smorgasbord
chateau	elan	naive	soiree
cloisonne	elite	naivete	souffle
comedienne	entree	nee	suede
communique	etude	opera bouffe	table d'hote
confrere	facade	opera comique	tete-a-tete
consomme	faience	papier mache	tragedienne
cortège	fete	piece de resistance	vicuna
coulee	fiance (masc., fem.)	pleiade	vis-a-vis
coup de grace	frappe	porte cochere	
coup d'etat	garçon	porte lumiere	

**5.4.** Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine	chargé	entrepôt	pâté
attaché	chargé d'affaires	exposé	père
auto-da-fé	cliché	longéron	piña
béton	congé	mañana	précis
blasé	crédit foncier	maté	raisonné
blessé	crédit mobilier	mère	résumé
cabaña	curé	nacré	risqué (masc., fem.)
calèche	doña	outré	touché
cañada	dos-à-dos	passé (masc., fem.)	
cañon			

**Plural forms**

**5.5.** Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos	Eskimos	mementos	sextodecimos
armadillos	falsettos	merinos	sextos
avocados	gauchos	mestizos	siroccos
banjos	gringos	octavos	solos
cantos	halos	octodecimos	tangelos
cascos	inamoratos	pianos	tobaccos
centos	indigos	piccolos	twos
didos	juntos	pomelos	tyros
duodecimos	kimonos	provisos	virtuosos
dynamos	lassos	quartos	zeros
escudos	magnetos	salvos	

**5.6.** In forming the plurals of compound terms, the significant word takes the plural form.

**Significant word first:**

adjutants general  
aides-de-camp  
ambassadors at large  
attorneys at law  
attorneys general  
billets-doux  
bills of fare  
brothers-in-law  
chargés d'affaires  
commanders in chief  
comptrollers general  
consuls general  
courts-martial  
crepes suzette  
daughters-in-law  
governors general  
grants-in-aid  
heirs at law  
inspectors general  
men-of-war  
ministers-designate  
mothers-in-law  
notaries public  
postmasters general  
presidents-elect  
rights-of-way  
sergeants at arms  
sergeants major  
surgeons general

**Significant word in middle:**

assistant attorneys general  
assistant chiefs of staff  
assistant comptrollers general  
assistant surgeons general  
deputy chiefs of staff

**Significant word last:**

assistant attorneys  
assistant commissioners

**Significant word last—Continued**

assistant corporation counsels  
assistant directors  
assistant general counsels  
assistant secretaries  
brigadier generals  
deputy judges  
deputy sheriffs  
general counsels  
judge advocates  
judge advocate generals  
lieutenant colonels  
major generals  
provost marshals  
provost marshal generals  
quartermaster generals  
trade unions  
under secretaries  
vice chairmen  
vice presidents

**Both words of equal significance:**

bulletins Nos. 27 and 28; *but* bulletin No. 27 or 28  
coats of arms  
masters at arms  
men buyers  
men cooks  
men employees  
women aviators  
women students  
women writers

**No word significant in itself:**

forget-me-nots  
hand-me-downs  
jack-in-the-pulpits  
man-of-the-earths  
pick-me-ups  
will-o'-the-wisps

**5.7.** When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in  
fillers-in

goings-on  
hangers-on

listeners-in  
lookers-on

makers-up  
passers-by

**5.8.** When neither word is a noun, the plural is formed on the last word.

also-rans  
come-ons

go-betweens  
higher-ups

run-ins  
tie-ins

**5.9.** Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

5 bucketfuls of the mixture (1 bucket filled 5 times)  
5 buckets full of earth (separate buckets)  
3 cupfuls of flour (1 cup filled 3 times)  
3 cups full of coffee (separate cups)



**5.10.** The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda	larva, larvae
adieu, adieus	larynx, larynxes
agendum, agenda	lens, lenses
alga, algae	lira, lire
alumnus, alumni (masc.); alumna, alumnae (fem.)	locus, loci
antenna, antennae (antennae, zoology)	Marys
appendix, appendixes	matrix, matrices
aquarium, aquariums	maximum, maximums
automaton, automatons	medium, mediums ( <i>media</i> )
axis, axes	memorandum, memorandums
bandeau, bandeaux	minimum, minimums
basis, bases	minutiae
beau, beaus	monsieur, messieurs
cactus, cactuses	oasis, oases
calix, calices	opus, opera
chassis (singular and plural)	parenthesis, parentheses
cherub, cherubs	phenomenon, phenomena
cicatrix, cicatrices	phylum, phyla
Co., Cos.	plateau, plateaus
coccus, cocci	procès-verbal, procès-verbaux
crisis, crises	radius, radii
criterion, criteria	radix, radices
curriculum, curriculums	sanatorium, sanatoriums
datum, data	sanitarium, sanitariums
desideratum, desiderata	septum, septa
dilettante, dilettanti	sequela, sequelae
dogma, dogmas	seraph, seraphs
ellipsis, ellipses	seta, setae
equilibrium, equilibriums (equilibria, scientific)	ski, skis
erratum, errata	stadium, stadiums
executrix, executrices	stimulus, stimuli
flambeau, flambeaus	stratum, strata
folium, folia	syllabus, syllabuses
formula, formulas	symposium, symposiums
fungus, fungi	synopsis, synopses
genius, geniuses	tableau, tableaux
genus, genera	taxi, taxis
gladiolus (singular and plural)	terminus, termini
helix, helices	testatrix, testatrices
hypothesis, hypotheses	thesaurus, thesauri
index, indexes (indices, scientific)	thesis, theses
insigne, insignia	thorax, thoraxes
Kansas Citys	vertebra, vertebrae (vertebrae, zoology)
lacuna, lacunae	virtuoso, virtuosos
	vortex, vortexes

### Endings "ible" and "able"

**5.11.** The following words end in *ible*; other words in this class end in *able*. Words with both endings indicated differ in meaning.

abhorrible	coetible	comprehensible	convincible
accendible	coercible	compressible	corrigible
accessible	cognoscible	conducible	corrodible
addible	cohesible	conductible	corrosible
adducible	collapsible	confluxible	corruptible
admissible	collectible	congestible	credible
affectible	combustible	connectible	crucible
appetible	comestible	contemptible	cullible
apprehensible	committible	contractible	decoctible
audible	commonsensible	controvertible	deducible
avertible	compactible	conversible	deductible
bipartible	compatible	(conversable)	defeasible
circumscribable	compossible	convertible	defectible

defensible	immiscible	infeasible	protrusible
delible	impartible	inferrible	putrescible
deprehensible	impassible	(inferable)	receptible
depressible	(impassable)	inflexible	redemptible
descendible	impatible	infractible	redressible
destructible	impedible	infrangible	reducible
diffrangible	imperceptible	infusible	reflectible
diffusible	impermissible	innascible	reflexible
digestible	imperscriptible	inscriptible	refrangible
dimensibile	impersuasive	insensible	remissible
discernible	implausible	instructible	renascible
discerpible	impossible	insubmergible	rendible
discerptible	imprescriptible	insuppressible	reprehensible
discussible	impressible	insusceptible	repressible
dispersible	imputrescible	intactible	reproducible
dissectible	inaccessible	intangible	resistible
distensible	inadmissible	intelligible	responsible
distractible	inapprehensible	interconvertible	reversible
divertible	inaudible	interruptible	revertible
divestible	incircumscribable	intervisible	risible
divisible	includible	inventible	runcible
docible	incoercible	inventible	sconcible
edible	incognoscible	invertible	seducible
educible	incombustible	invincible	sensible
effectible	incommiscible	invisible	sponsible
effervescible	incompatible	irascible	suasible
eligible	incomprehensible	irreducible	subdivisible
eludible	incompressible	irrefrangible	submergible
enforcible	inconcussible	irremissible	submersible
erodible	incontrovertible	irreprehensible	subvertible
evasible	inconvertible	irrepressible	suggestible
eversible	inconvincible	irresistible	supersensible
evincible	incorrigible	irresponsible	suppressible
exemptible	incurrodible	irreversible	susceptible
exhaustible	incorruptible	legible	suspensible
exigible	incredible	mandible	tangible
expandible	indefeasible	marcescible	tensible
expandible	indefectible	miscible	terrible
explosible	indefensible	negligible	thurable
expressible	indelible	nexible	traducible
extendible	indeprehensible	omissible	transfusible
extensible	indestructible	ostensible	transmissible
fallible	indigestible	partible	transvertible
feasible	indiscernible	passible	tripartible
fencible	indivertible	(passable)	unadmissible
flexible	indivisible	perceptible	uncorruptible
fluxible	indocible	perfectible	unexhaustible
forcible	inducible	permissible	unexpressible
frangible	ineffervescible	persuasible	unintelligible
fungible	ineligible	pervertible	unresponsible
fusible	ineludible	plausible	unsusceptible
gullible	inevitable	possible	vendible
horrible	inexhaustible	prehensible	vincible
ignitable	inexpansible	prescriptible	visible
illegible	inexpressible	producible	vitrescible
immersible	infallible	productible	

### Endings "ise," "ize," and "yze"

5.12. A large number of words have the termination *ise*, *ize*, or *yz*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class,

except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	televisé
	enterprise	premise	

### Endings "cede," "ceed," and "sede"

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

### Doubled consonants

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging	red, reddish	corral, corralled	but total, totaled
get, getting	rob, robbing	transfer, transferred	travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference

prefer, preference

infer, inference

### Indefinite articles

5.16. The indefinite article *a* is used before a consonant and an aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one*.

a historical review	a union	an honor
a hotel	an herdseller	an onion
a human being	an hour	an oyster
a humble man		

5.17. When a group of initials begins with *b, c, d, g, j, k, p, q, t, u, v, w, y*, or *z*, each having a consonant sound, the indefinite article *a* is used.

a BLS compilation	a GAO limitation
a CIO finding	a PHS project

5.18. When a group of initials begins with *a, e, f, h, i, l, m, n, o, r, s*, or *x*, each having a vowel sound, the indefinite article *an* is used.

an AEC report	an NSC (en) proclamation
an FCC (ef) ruling	an RFC (ahr) loan

5.19. Use of the definite or indefinite article before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old	an VIII (eight) classification
a onetime winner	a IV-F (four) category
a III (three) group	a 4-H Club





**5.28.** An apostrophe is used to indicate contractions, the omission of figures or letters (see also Courtwork, rule 18.9, p. 195), and the coined plurals of letters, figures, and symbols.

don't	the 1920's or the	TV'ers	a's; ¶'s; 7's
I've	twenties; <i>not</i>	B. t. u.'s	T's, Y's
ne'er	the '20's <i>nor</i>	O. K.'s	2 by 4's or 2 x 4's (lumber)
it's (it is)	20's	YMCA's	<i>but</i> 10s (yarn and thread)
class of '92	4-H'ers	A B C's	4½s (bonds)
spirit of '76	49'ers	three R's	3s (golf)

**5.29.** The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., <i>not</i> Dan'l	coon	Halloween
Sgt., <i>not</i> Sg't	possum	copter
phone	Frisco	

**5.30.** The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es*; but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos	ins and outs	yeses and noes
threes	ups and downs	<i>but</i> do's and don'ts
sevens	whereases and	which's and that's
ands, ifs, and buts	wherefores	

**5.31.** The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)	5 or 10 billion dollars' worth
2 hours' travel time	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	

**5.32.** The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)	State prison
quartermaster stores	State rights

**5.33.** For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake	for old times' sake	for conscience' sake
Mr. Hughes' service	for acquaintance' sake	

**5.34.** A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's	Stern's is running a sale
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**5.35.** A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving	the ship's hovering nearby
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### Geographic names

**5.36.** The spelling of geographic names must conform to the decisions of the United States Board on Geographic Names. In the absence of such a decision, the United States Postal Guide is to be used for names in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of foreign names.

**5.37.** If the decisions or the rules of the Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

#### Nationalities, etc.

**5.38.** The table on page 213 shows forms to be used for nouns and adjectives denoting nationality.

**5.39.** In designating the natives of the several States, the following forms will be used.

Alabamian	Iowan	Nebraskan	Rhode Islander
Arizonian	Kansan	Nevadan	South Carolinian
Arkansan	Kentuckian	New Hampshireite	South Dakotan
Californian	Louisianian	New Jerseyite	Tennessean
Coloradan	Mainer	New Mexican	Texan
Connecticuter	Marylander	New Yorker	Utahan
Delawarean	Massachusettsan	North Carolinian	Vermont
Floridian	Michiganite	North Dakotan	Virginian
Georgian	Minnesotan	Ohioan	Washingtonian
Idahoan	Mississippian	Oklahoman	West Virginian
Illinoisan	Missourian	Oregonian	Wisconsinite
Indianian	Montanan	Pennsylvanian	Wyomingite

**5.40.** Observe the following forms:

Guamanian	Part-Hawaiian (applies to
Hawaiian	Hawaii only)
Puerto Rican	but part-Japanese

#### Indian words

**5.41.** In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces, hyphens, etc.

#### Ligatures

**5.42.** Ligatures are not used in anglicized or Latin words; in other foreign words national practice is followed.

Caesar	Cædmon (Old English)
Leguminosae	vœu (French)

#### Transliteration

**5.43.** In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet officially are marked with an asterisk in the table on p. 213.)



Compound  
Words

Guide to  
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## 6. COMPOUND WORDS

(See also Guide to Compounding)

**6.1.** A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and insures correct pronunciation.

**6.2.** In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms first acquire the hyphen, later are printed as one word, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

**6.3.** The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

### General rules

**6.4.** In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound.

banking hours	eye opener	patent right
blood pressure	fellow citizen	real estate
book value	living costs	rock candy
census taker	mountain laurel	training ship
day laborer	palm oil	violin teacher

**6.5.** Compound two or more words to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow	forget-me-not	right-of-way
bookkeeping	gentleman	whitewash
cupboard	newsprint	

**6.6.** Unless otherwise indicated, a derivative of a compound retains the solid or hyphenated form of the original compound.

cold-bloodedness	ill-advisedly	praiseworthiness	X-rayer
footnoting	outlawry	railroader	Y-shaped

**6.7.** Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rule 6.28, p. 66, and rule 6.31, p. 67.)

cooperation	anti-inflation	brass-smith	ultra-atomic
deemphasis	micro-organism	Inverness-shire	shell-like
preexisting	semi-independent	thimble-eye	



**Solid compounds**

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship  
bathroom  
bookseller  
cupboard

dressmaker  
fishmonger  
footnote

handkerchief  
locksmith  
workman

6.9. Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout  
breakdown  
flareback  
giveaway  
hangover

holdup  
letdown  
makeready  
markoff  
pickup

runoff  
setup  
showdown  
throwaway

but cut-in  
run-in  
tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book  
eye  
horse

house  
mill  
play

school  
shop  
snow

way  
wood  
work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rule 8.5, p. 121.)

berry  
blossom  
boat  
book  
borne  
bound  
brained  
bush  
fish  
flower  
grower  
hearted

holder  
house  
keeper  
keeping  
light  
like  
maker  
making  
man  
master  
mate  
mill

mistress  
monger  
piece  
proof  
room  
shop  
smith  
stone  
store  
tail  
tight  
time (not clock)

ward  
weed  
woman  
wood  
work  
worker  
working  
worm  
wort  
writer  
writing  
yard

6.12. Print solid *any*, *every*, *no*, and *some* when combined with *body*, *thing*, and *where*; when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody  
anything  
anywhere  
anyone

everybody  
everything  
everywhere  
everyone

nobody  
nothing  
nowhere  
no one

somebody  
something  
somewhere  
someone

but any one of us may stay; every one of the pilots is responsible.

6.13. Print as one word compound personal pronouns.

herself  
himself  
itself  
myself

oneself  
ourselves  
themselves

thyselves  
yourselves  
yourselves

6.14. Print as 1 word compass directions consisting of 2 points, but use a hyphen after the first point when 3 points are combined.

northeast  
southwest

north-northeast  
south-southwest

**Unit modifiers**

(See also rule 9.57, p. 132.)

**6.15.** Print a hyphen between words combined to form a unit modifier immediately preceding the word modified, except as indicated elsewhere.

Baltimore-Washington road  
 — civil-service examination  
 contested-election case  
 German-English descent  
 interstate-commerce law  
 law-abiding citizen  
 fire-tested material  
 drought-stricken area  
 — life-insurance company  
 most-favored-nation clause

— national-defense appropriation  
 no-par-value stock  
 — real-estate tax  
 — social-security pension  
 1-inch diameter; 2-inch-diameter pipe  
 10-word telegram  
 4-percent increase; *but* 4 percent  
 [of] hydrochloric acid, 4 per-  
 cent [of] interest

**6.16.** Print without a hyphen a compound predicate adjective or predicate noun the second element of which is a present participle.

The duties were price fixing.  
 The effects were far reaching.

The shale was oil bearing.  
 The area was used for beet raising.

**6.17.** Print without a hyphen a compound predicate adjective the second element of which is a past participle; also, omit the hyphen in a predicate modifier of comparative or superlative degree.

The area is drought stricken.  
 The paper is fine grained.  
 The boy is freckle faced.

This material is fire tested.  
 The cars are higher priced.  
 The reporters are best informed.

**6.18.** Print without a hyphen a two-word modifier the first element of which is a comparative or superlative.

better drained soil  
 best liked books  
 higher level decision  
 highest priced apartment  
 larger sized dress

better paying job  
 lower income group  
 upper crust society  
*but* lowercase type (printing)  
 uppercase type (printing)

**6.19.** Do not use a hyphen in a 2-word unit modifier the first element of which is an adverb, including adverbs ending in *ly*, nor use hyphens in a 3-word unit modifier the first 2 elements of which are adverbs.

eagerly awaited moment  
 heavily laden ship  
 unusually well preserved specimen  
 very well defined usage  
 longer than usual lunch period  
 very well worth reading  
 not too distant future

often heard phrase  
*but* ever-normal granary  
 ever-rising flood  
 still-new car  
 still-lingering doubt  
 well-known lawyer  
 well-kept farm

**6.20.** Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed after combining forms.

Latin American countries  
 North Carolina roads  
 South American trade  
 United States laws  
 Red Cross nurse  
 Winston-Salem festival  
 Washington-Wilkes-Barre route

Afro-American program  
 Franco-Prussian War  
*but* Indochina<sup>1</sup> border  
 Minneapolis-St. Paul region  
 North American-South American sphere  
 French-English descent

<sup>1</sup> Decision of U. S. Board on Geographic Names.

**6.21. Do not confuse a modifier with the word it modifies.**

elderly clothesman  
competent shoemaker  
field canning factory  
gallant serviceman  
conservative stockholder  
light blue hat  
successful businessman  
average taxpayer  
American flagship

old-clothes man  
wooden-shoe maker  
tomato-canning factory  
service men and women  
common-stock holder  
light-blue hat  
small-business man  
income-tax payer  
American-flag ship

**6.22. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.**

2- or 3-em quads, *not* 2 or 3-em quads  
2- by 4-inch boards, *but* 2 to 6 inches wide  
8-, 10-, and 16-foot boards  
moss- and ivy-covered walls, *not* moss and ivy-covered walls  
long- and short-term money rates, *not* long and short-term money rates  
*but* twofold or threefold, *not* two or threefold  
goat, sheep, and calf skins, *not* goat, sheep, and calfskins  
intrastate and intracity, *not* intra-state and -city

**6.23. Do not use a hyphen in a unit modifier consisting of a foreign phrase.**

ante bellum days      ex officio member      per diem employee  
bona fide transaction      per capita tax      prima facie evidence

**6.24. Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.**

abstract B pages      class II railroad      point 4 program  
article 3 provisions      grade A milk      ward D beds

**6.25. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.116, p. 137.)**

"blue sky" law      "good neighbor" policy      "tie-in" sale

**6.26. Print combination color terms as separate words, but use hyphen when such color terms are unit modifiers.**

bluish green      orange red      iron-gray sink  
dark green      bluish-green feathers      silver-gray body

**6.27. Do not use a hyphen between independent adjectives preceding a noun.**

big gray cat      a fine old southern gentleman

**Prefixes, suffixes, and combining forms****6.28. Print solid combining forms and prefixes, except as indicated elsewhere.**

afterbirth	foretell	monogram	proconsul
Anglomania	heroicomic	multicolor	pseudoscholastic
antedate	hypersensitive	neophyte	reenact
antislavery	hypoacid	nonneutral	retrospect
biweekly	inbound	offset	semiofficial
bylaw	infrared	outbake	stepfather
circumnavigation	interview	overactive	subsecretary
cisalpine	intrapinal	pancosmic	supermarket
cooperate	introvert	paracentric	thermocouple
contraposition	isometric	particoated	transonic
countercase	macroanalysis	peripatetic	transship
deenergize	mesothorax	planoconvex	tricolor
demitasse	metagenesis	polynodal	ultraviolet
excommunicate	microphone	postscript	unnecessary
extracurricular	misstate	preexist	underflow



**6.29.** Print solid combining forms and suffixes, except as indicated elsewhere.

portable	kilogram	meatless	partnership
coverage	geography	outlet	lonesome
operate	manhood	wavelike	homestead
plebiscite	selfish	procurement	northward
twentyfold	pumpkin	innermost	clockwise
spoonful			

**6.30.** Print solid words ending in *like*, but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike	bell-like	Florida-like
lilylike	girllike	Truman-like

**6.31.** Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum	re-sorting (sort again)
co-op	re-treat (treat again)
mid-ice	un-ionized
non-civil-service position	un-uniformity
re-cover (cover again)	

**6.32.** Use a hyphen to join duplicated prefixes.

re-redirect	sub-subcommittee	super-superlative
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**6.33.** Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor	self-control	quasi-academic
ex-serviceman	self-educated	quasi-argument
ex-trader	<i>but</i> selfhood	quasi-corporation
ex-vice-president	selfsame	quasi-young

**6.34.** Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

anti-Arab	<i>but</i> overanglicize
pro-British	prezeppelin
un-American	transatlantic

#### Numerical compounds

**6.35.** Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

twenty-one	8-hour day	<i>but</i> one hundred and twenty-one
twenty-first	10-minute delay	one-hundred-odd
6-footer	four-in-hand tie	foursome
24-inch ruler	three-and-twenty	threescore
3-week vacation	two-sided question	foursquare

**6.36.** Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 61.)

1 month's layoff	2 hours' work
1 week's pay	3 weeks' vacation

**6.37.** Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-three thirtieths
two-thirds	twenty-one thirty-seconds
two one-thousandths	three-fourths of an inch

**6.38.** A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt

glass jars: 5-gallon, 2-gallon, 1-quart

belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

#### Civil and military titles

**6.39.** Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 56.)

ambassador at large  
assistant attorney general  
commander in chief  
comptroller general  
Congressman at large  
major general  
sergeant at arms

notary public  
secretary general  
under secretary; *but* under-secretaryship  
vice president;<sup>2</sup> *but* vice-presidency  
secretary-treasurer  
treasurer-manager

**6.40.** The adjectives *elect* and *designate*, as the last element of a title, require a hyphen.

President-elect  
Vice-President-elect

ambassador-designate  
minister-designate

#### Scientific and technical terms

**6.41.** Do not print a hyphen in scientific terms used as unit modifiers if no hyphen appears in such terms in their original form.

carbon monoxide poisoning

methyl bromide solution

**6.42.** Print a hyphen between the elements of technical compound units of measurement.

board-foot  
candle-hour  
horsepower-hour

kilowatt-hour  
light-year  
passenger-mile

#### Improvised compounds

**6.43.** Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)  
know-it-all (n.)  
know-how (n.)  
make-believe (n.)

stick-in-the-mud (n.)  
let-George-do-it attitude  
how-to-be-beautiful course

**6.44.** Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails  
government-in-exile  
grant-in-aid  
jack-in-the-box

man-of-war  
mother-in-law  
mother-of-pearl  
patent-in-fee

*but* coat of arms  
heir at law  
next of kin

**6.45.** When the corresponding noun form is printed as separate words, the verb is always hyphenated.

cold-shoulder

blue-pencil

dry-clean

**6.46.** Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie  
comedy-ballet  
dead-alive

devil-devil  
farce-melodrama  
pitter-patter

walkie-talkie  
willy-nilly  
young-old

<sup>2</sup> In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.

**6.47.** Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes  
 ass's-foot  
 bull's-eye

cat's-paw  
 crow's-nest

*but* The cat's paw is soft.  
 There is the crow's nest.

**6.48.** Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb  
 I-beam  
 T-shaped

U-boat  
 V-necked  
 X-ray

X-raying  
 S-iron  
 T-square

**6.49.** Print idiomatic phrases without hyphens.

come by  
 inasmuch as

insofar as  
 Monday week





Guide to  
Com-  
pounding

Plant  
Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Italic

Signs and  
Symbols





## 7. GUIDE TO COMPOUNDING

**7.1.** The following list is based on the rules for compounding given on pages 63 to 69. Manifestly, such a list cannot be complete, and the rules should be applied to unlisted words. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

**7.2.** In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

**7.3.** The listing of hyphenated compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

**7.4.** Similarly, many two-word forms which create no difficulty were omitted.

**7.5.** On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 51-55), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

**7.6.** A distinction should be made between words used in a non-literal sense—e. g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e. g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

**7.7.** Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words adverbially; e. g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

**7.8.** Caution should be exercised in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e. g., "we know someone who will do it," *but* "we ought to master some one thing well."

**7.9.** For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e. g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

**7.10.** Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel (*anti-inflation*, *naso-orbital*), except as indicated in rule 6.7; or not to change a normally capitalized word (*mid-April*, *non-European*); or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*, *un-ionized*); or to join a combining form or prefix to an already hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).

**7.11.** As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. On the other hand, such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.

**7.12.** Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.

**7.13.** Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a space mark (#) indicates a two-word form.

**7.14.** The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u. m.* (unit modifier), *pref.* (prefix), *c. f.* (combining form), and *conj.* (conjunction) indicate function.

**7.15.** This list does not include the large group of plant names, which are covered in a separate list, pages 121 to 125.

<b>A</b>	<b>aero (c. f.)</b>	<b>air—con.</b>	<b>all—con.</b>	<b>anchor</b>
#B #C (n.)	-otitis	#line (line for air)	#hail	hold
-B-C (u. m.)	rest one word	line (aviation)	#in	#light
-bomb	<b>afore</b>	liner	mark (printing)	plate
-day	all one word	link	mouth (fish)	angel
-flat	African	load	-out (u. m.)	cake
#1 (rating)	Afro-American	mail	over (n., u. m.)	-eyed (u. m.)
-sharp	<b>after (c. f.)</b>	man	-possessed (u. m.)	-faced (u. m.)
<b>A</b>	all one word	mark (v.)	#right	fish
-frame	agar-agar	marker	-round (u. m.)	food
-pole	agateware	mass	spice	<b>angio (c. f.)</b>
<b>a</b>	<b>age</b>	minded	-star (u. m.)	all one word
foot	less	#navigation	time (u. m.)	<b>angle</b>
piece (adv.)	long	park	wise	hook
sea	-old (u. m.)	photo	alleyway	#iron
shipboard	-stricken (u. m.)	plane	<b>allo (c. f.)</b>	meter
while (adv.)	-weary (u. m.)	port (all mean-	all one word	sight
<b>abdomino (c. f.)</b>	<b>ague</b>	ings)	<b>alms</b>	wing
all one word	-faced (u. m.)	power	giver	wise
<b>able</b>	-plagued (u. m.)	scoop	giving	worm
-bodied (u. m.)	proof	show	house	<b>Anglo (c. f.)</b>
-minded (u. m.)	-sore (u. m.)	sleeve	man	-American, etc.
about-face	aide-de-camp	ship	<b>along</b>	rest one word
<b>above</b>	<b>air</b>	sick	ship	<b>ankle</b>
board	base	sickness	shore	bone
-cited (u. m.)	#bends	-slaked (u. m.)	side	-deep (u. m.)
deck	-blasted (u. m.)	space	<b>alpen</b>	jack
-found (u. m.)	blown	speed	glow	<b>ant</b>
-given (u. m.)	borne	stream	stock	eater
ground	bound	strip	<b>alpha</b>	fly
-mentioned (u. m.)	brained	tight	-cellulose	hill
-named (u. m.)	brake	#time (radio and	-iron	<b>ante (pref.)</b>
proof	brush	TV)	-naphthol	#bellum, etc.
-said (u. m.)	-clear (u. m.)	#train	#ray	-Christian, etc.
-water (u. m.)	-condition (v.)	#twist	#test	rest one word
-written (u. m.)	-conditioned	ward	also-ran (n., u. m.)	<b>antero (c. f.)</b>
absent-minded	(u. m.)	way	<b>altar</b>	all one word
(u. m.)	-conditioning	wayman	piece	<b>anthra (c. f.)</b>
<b>ace-high (u. m.)</b>	(u. m.)	#well	wise	all one word
<b>acid</b>	-cool (v.)	wise	<b>alto</b>	<b>anthropo (c. f.)</b>
#bath	-cooled (u. m.)	woman	cumulus	all one word
fast	craft	worthy	#horn	<b>anti (pref.)</b>
proof	crew	<b>alder</b>	relievo	-American, etc.
-treat (v.)	crewman	fly	stratus	-h o g - c h o l e r a
worker	-dried (u. m.)	-leaved (u. m.)	<b>amber</b>	(u. m.)
works	-driven (u. m.)	man	-clear (u. m.)	-icer, -imperial, -in-
<b>ack-ack</b>	drome	woman	-colored (u. m.)	flation, etc.
<b>acre</b>	drop	<b>ale</b>	fish	-New #Deal, etc.
-foot	-dry (u. m., v.)	cup	-tipped (u. m.)	rest one word
-inch	#duct	-fed (u. m.)	<b>ambi (c. f.)</b>	<b>antro (c. f.)</b>
<b>actino (c. f.)</b>	field	glass	all one word	all one word
all one word	-floated (u. m.)	house	amidships	<b>anvil</b>
<b>ad</b>	flow	yard	<b>ampere</b>	-faced (u. m.)
man	foil	alkali #land	-foot	-headed (u. m.)
smith	-formed (u. m.)	<b>all</b>	-hour	maker
<b>adder</b>	frame	-absorbing (u. m.)	meter	smith
bolt	freight	-aged (u. m.)	-minute	<b>any</b>
fish	freighter	-American	-second	body
<b>addle</b>	head	-clear (n., u. m.)	<b>amphi (pref.)</b>	how
brain	hole	-fired (u. m.)	all one word	#more
head	lane	-flotation (mining)	<b>amyo (c. f.)</b>	one
pate	lift	#fours	all one word	place (adv.)



<b>any</b> —con. thing way(s) where wise	<b>arrow</b> —con. smith stone -toothed (u. m.) worm	<b>axo</b> (c. f.) <i>all one word</i>	<b>back</b> —con. way woods yard yarder	<b>bar</b> —con. master post room tender way wise -wound (u. m.)
<b>ario</b> (c. f.) <i>all one word</i>	<b>arseno</b> (c. f.) <i>all one word</i>	<b>azo</b> (c. f.) -orange -orchil -orseilline <i>rest one word</i>	<b>backer</b> -off -up badland(s) (geol.)	barbed #wire
<b>apo</b> (pref.) <i>all one word</i>	<b>art</b> -colored (u. m.) craft ware work	<b>B-flat</b>	<b>bag</b> -cheeked (u. m.) house maker making man pipe reef room -shaped (u. m.) worm	<b>barber</b> fish shop
<b>apple</b> blossom cart grower jack juice nut sausage -scented (u. m.) worm	<b>arterio</b> (c. f.) <i>all one word</i>	<b>baby</b> face (n.) faced sit (v.) sitter sitting	<b>baggage</b> man master #rack #room #train	<b>bare</b> -armed (u. m.) back backed boat bone boned faced foot footed handed headed legged necked worn
<b>April-fool</b> (v.)	<b>arthro</b> (c. f.) <i>all one word</i>	<b>back</b> ache band bite (v.) board bone boned breaker cap chain charge cross down (n., u. m.) drop face fill fire flap flash flow -focus (v.) furrow ground hand handed -in (n., u. m.) land(s) lash list (v.) log lotter paddle (v.) pedal (v.) piece plate rest run saw set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swept swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u. m.) wall ward wash water	<b>bail</b> piece wood bailisman <b>bake</b> board house pan shop stove <b>bald</b> #eagle faced head (n.) headed pate <b>ball</b> flower -like player point (u. m.) proof room stock ballot #box <b>band</b> box cutter man master #pulley saw sawed sawing sawyer stand string -tailed (u. m.) wagon #width work bandsman <b>bandy</b> ball -legged (u. m.) <b>bang</b> tail up (n., u. m.) <b>bank</b> book man note #paper side (stream) <b>banner</b> fish man bantamweight <b>bar</b> #bit keeper maid man	<b>bar</b> —con. barbed #wire <b>barber</b> fish shop <b>bare</b> -armed (u. m.) back backed boat bone boned faced foot footed handed headed legged necked worn <b>barge</b> board #couple #course house -laden (u. m.) load man master <b>bark</b> bound cutter peel peeler #rot -tanned (u. m.) <b>barley</b> corn field mow #water <b>barn</b> #dance man #owl stormer yard barracksmate <b>barrel</b> head maker making -shaped (u. m.) <b>base</b> ball ball #bat baller board hearted line man (n.) #metal -minded (u. m.) #pay <b>basi</b> (c. f.) <i>all one word</i> <b>basket</b> ball baller #case fish maker ware #weave woman work bas-relief <b>bass</b> -bar #drum #horn #viol
<b>aqu</b> #fortis #green marine meter plane puncture tint tone	<b>ash</b> bin can #color -colored (u. m.) -free (u. m.) -gray (u. m.) #heap man pan pile pit tray			
<b>aquo</b> (c. f.) -ion <i>rest one word</i>	<b>assembly</b> man #line #room			
<b>arborway</b>	<b>astro</b> (c. f.) <i>all one word</i>			
<b>arc</b> -over (n., u. m.) -weld (v.)	<b>athwart</b> hawse ship wise			
<b>arch</b> (pref.) band bishop duke enemy -Protestant way wise	<b>atom</b> #bomb <b>audio</b> frequency gram meter visual			
<b>archeo</b> (c. f.) <i>all one word</i>	<b>augment</b> #box #drill			
<b>archerfish</b>	<b>auri</b> (c. f.) -iodide <i>rest one word</i>			
<b>archi</b> (pref.) <i>all one word</i>	<b>author</b> craft ship autotype			
<b>archo</b> (c. f.) <i>all one word</i>	<b>auto</b> (c. f.) -objective -observation -omnibus -ophthalmoscope <i>rest one word</i>			
<b>areaway</b>	<b>awe</b> -bound (u. m.) -filled (u. m.) -inspired (u. m.) some			
<b>areo</b> (c. f.) <i>all one word</i>	<b>ax</b> -adz #grinder -grinding (u. m.) hammer head maker man -shaped (u. m.) stone			
<b>aristo</b> (c. f.) <i>all one word</i>	<b>axle</b> load smith tree			
<b>arithmo</b> (c. f.) <i>all one word</i>				
<b>arm</b> band bone chair hole load piece pit plate rack rest -shaped (u. m.)				
<b>armor</b> #bearer #belt -clad (u. m.) -piercing (u. m.) plate -plated (u. m.)				
<b>army</b> man woman worm				
<b>arrow</b> head headed -leaved (u. m.) maker plate -shaped (u. m.) shot				



<b>bat</b> blind -eyed (u. m.) fish fowl man wing	<b>beater—con.</b> #press -up <b>beauty</b> -blind (u. m.) -clad (u. m.) proof #shop <b>beaver</b> board pelt <b>bed</b> board bug case chair chamber clothes cord cover fast fellow foot frame goer lamp light #linen maker man mate #molding pad pan plate post quilt rail ridden rock room screw sheet sick side sore spread spring stand stead straw #timber time ward way	<b>beetle—con.</b> headed stock stone <b>before</b> -cited (u. m.) hand -mentioned (u. m.) -named (u. m.) time <b>beggar</b> man woman behindhand <b>bell</b> bird -bottomed (u. m.) boy #buoy -crowned (u. m.) hanger hop house maker making man mouthed ringer ringing wether <b>bellows</b> maker making man <b>belly</b> ache band bound button -fed (u. m.) land (v.) piece pinch belowstairs <b>belt</b> -driven (u. m.) maker making man saw <b>bench</b> board fellow -hardened (u. m.) land made (u. m.) man mark warmer work bentwood <b>benzo</b> (c. f.) <i>all one word</i> <b>berry</b> -brown (u. m.) #cone picker picking #pie <b>best</b> #clad #dressed #known #man #seller #selling <b>beta</b> -glucose #ray #test tron #wave <b>between</b> brain decks whiles <b>bi</b> (pref.) -iliac <i>rest one word</i>	<b>big</b> -eared (u. m.) eye (fish) -eyed (u. m.) head (ego) hearted horn (sheep) -horned (u. m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u. m.) time (top rank) (n., u. m.) <b>bill</b> back beetle board book broker broking bug fish fold head heading holder hook poster posting sticker <b>billet</b> -doux head man billingsgate <b>bio</b> (c. f.) -aeration -osmosis <i>rest one word</i> <b>birch</b> bark wood <b>bird</b> bath bander banding cage call catcher craft #dog -eyed (u. m.) -faced (u. m.) house land life lime lore #louse man mouthed seed shop shot skin #song stone woman <b>bird's</b> -eye #nest (literal) (n.) -nest (n., u. m., v.) <b>birth</b> bed #date day #flower land mark mate place rate right stone #year	<b>biscuit</b> #baker maker making -shaped (u. m.) <b>bismuto</b> (c. f.) <i>all one word</i> <b>bit</b> stock wise <b>bitter</b> #end -ender head hearted sweet -tongued (u. m.) <b>black</b> ball (nonliteral) bird board -bordered (u. m.) damp -eyed (u. m.) face faced fire fish fly guard hearted jack leg #letter list mail #market (n.) -market (u. m., v.) -marketeer -marketer mouthed out (n., u. m.) print -robed (u. m.) #sheep shirted smith snake strap (n.) #widow blameworthy <b>blank</b> book #check <b>blanket</b> maker making <b>blast</b> #furnace hole plate <b>blasto</b> (c. f.) <i>all one word</i> <b>bleach</b> field ground house man #process works yard <b>blear</b> eye -eyed (u. m.) -witted (u. m.) <b>blepharo</b> (c. f.) <i>all one word</i> <b>blight</b> bird -resistant (u. m.) <b>blind</b> fish -flying (u. m.) fold -loaded (u. m.) #man #pig spot stitch
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<b>blind</b> —con. story worm	<b>blow</b> —con. tube up (n., u. m.)	<b>bob</b> —con. tail white	<b>bone</b> —con. black breaker -bred (u. m.) dog (fish) -dry (u. m.) -eater fish -hard (u. m.) head headed lace meal set setter shaker -white (u. m.) work	<b>boot</b> —con. last leg legger lick maker making strap #top #tree
<b>blink-eyed</b> (u. m.)	<b>blue</b> -annealed (u. m.) beard (n.) bill (bird) bird blood blooded bonnet book (nonliteral) bottle breast (bird) coat (n.) #devil -eye (bird) -eyed (u. m.) fish fly gill grass -gray (u. m.) -green (u. m.) hearted -hot (u. m.) jack jacket #jay nose -pencil (v.) point (oyster) print stocking stone streak (nonlit- eral) throat (bird) tongue (n.) wing (bird)	<b>bobby</b> pin -soxer <b>body</b> bearer bending builder -centered (u. m.) guard maker making -mind plate #politic #snatcher work <b>bog</b> -eyed (u. m.) #iron land man trot (v.) trotter way wood <b>boil</b> down (n., u. m.) off (n., u. m.) out (n., u. m.) over (n., u. m.) <b>boiler</b> house maker making man -off -out plate room shop smith works <b>boiling</b> #house #point <b>bold</b> face (printing) faced hearted -spirited (u. m.) <b>boll</b> #weevil worm bolsterwork <b>bolt</b> cutter head header heading hole maker -shaped (u. m.) smith strake work <b>bomb</b> #bay proof shell sight thrower -throwing (u. m.) bomber #field <b>bond</b> holder man #paper slave stone woman <b>bonds</b> man woman <b>bone</b> ache #ash	<b>booby</b> #hatch #prize trap boogie-woogie <b>book</b> binder bindery binding board case craft dealer #end fair -fed (u. m.) fold keeper keeping -learned (u. m.) #learning -lined (u. m.) lore #louse lover maker making man mark mate mobile plate rack rest #review room sale seller selling shelf shop stack stall stamp stand stitch -stitching (u. m.) store -taught (u. m.) #trade wise work worm wright writer <b>boom</b> boat #brace -ended (u. m.) #sail #stay town yard boondoggling <b>boot</b> black boy holder hose jack lace	<b>border</b> land line <b>bore</b> hole sight <b>bosom</b> -deep (u. m.) -folded (u. m.) maker -making (u. m.) botfly <b>bottle</b> bird -fed (u. m.) holder maker making neck nose (fish) -nosed (u. m.) tight #washer <b>bottom</b> #land #plate boughpot <b>bow</b> back bent #compass fin (fish) grace head knot legged light line maker making man -necked (u. m.) #oar pin #saw shot sprit stave string woman worker wow bowerbird <b>bowl</b> maker -shaped (u. m.) <b>box</b> board car fish haul head (printing) keeper #kite maker making man #office #score #spring work <b>boxer</b> -off -up <b>brachio</b> (c. f.) all one word <b>brachy</b> (c. f.) all one word
<b>blithe</b> hearted -looking (u. m.)				
<b>blitz</b> buggy krieg				
<b>block</b> buster head headed hole (v.) house #letter like maker making man ship #signal #system				
<b>blood</b> #bank beat #count curdling -drenched (u. m.) fin (fish) -giving (u. m.) guilty -hot (u. m.) hound letting line mobile #poisoning #pressure -red (u. m.) ripe shed shot spiller spilling spot stain stock stone sucker sucking #test thirst thirsty #type #vessel -warm (u. m.) worm				
<b>bloody</b> hearted (u. m.) -nosed (u. m.) -red (u. m.)				
<b>blossom</b> bill (duck) -bordered (u. m.) head (duck) -laden (u. m.) time				
<b>blow</b> back cock down (n., u. m.) fish fly gun hard (n.) hole iron lamp line off (n., u. m.) out (n., u. m.) outproof pipe proof spray through (u. m.) torch				
	<b>board</b> skin spear staff <b>board</b> -foot maker man #measure rack walk <b>boarding</b> house #officer #school <b>boat</b> bill (bird) builder building hook head house keeper load loader loading man master owner setter shop side swain tail woman wright yard <b>bob</b> cat fly sled stay			

<b>brain</b> ache cap -cracked (u. m.) craft fag #fever pan power sick -spun (u. m.) storm -tired (u. m.) work worker	<b>break—con.</b> out (n., u. m.) over (n., u. m.) point stone through (n., u. m.) up (n., u. m.) water wind <b>breaker</b> -down man -off -up <b>breast</b> band beam bone -deep (u. m.) -fed (u. m.) #height -high (u. m.) hook mark piece pin plate plow rail rail rope wise wood work <b>breath</b> -blown (u. m.) -tainted (u. m.) taking bredstitch <b>breech</b> block cloth loader -loading (u. m.) #mechanism piece pin plug sight <b>breeze</b> -borne (u. m.) -lifted (u. m.) -swept (u. m.) way <b>brew</b> house master <b>bribe</b> -free (u. m.) giver giving taker taking worthy bric-a-brac <b>brick</b> bat bound -built (u. m.) -colored (u. m.) field kiln layer laying liner maker making mason -red (u. m.) setter wise work yard <b>bride</b> bed bowl cake chamber cup groom	<b>bride—con.</b> knot lace maiden stake <b>brides</b> maid man <b>bridge</b> board builder head house keeper maker man master piece pot #rail tree #wall ward way work <b>bridle</b> #gate man wise briefcase <b>bright</b> -colored (u. m.) -eyed (u. m.) work <b>brilliant</b> -cut (u. m.) -green (u. m.) brimstone <b>brine</b> bound #cooler house man -soaked (u. m.) bringer-up <b>bristle</b> bird cone (u. m.) -pointed (u. m.) tail bristolboard <b>broad</b> acre ax -beamed (u. m.) bill (bird) brim cast caster cloth #gage head hearted #jump leaf (n.) -leaved (u. m.) loom minded -mouthed (u. m.) share (n., v.) sheet (n.) side sword tail (n.) way wife wise woven <b>broken</b> -down (u. m.) hearted -legged (u. m.) -mouthed (u. m.) <b>bromo</b> (c. f.) all one word <b>broncho</b> (c. f.) all one word bronebuster	<b>bronze</b> bound -clad (u. m.) -covered (u. m.) #liquor -red (u. m.) smith wing (bird) <b>broom</b> #handle -leaved (u. m.) maker -making (u. m.) stick tail <b>brother</b> -german hood -in-law <b>brow</b> beat beaten beating bound piece point post <b>brown</b> back #bread -eyed (u. m.) out (n., u. m.) print #rot #rust stone tail (moth) <b>brush</b> ball bird #holder land maker making man off (n., u. m.) -treat (v.) wood work <b>brusher</b> -off -up bubble #gum <b>buck</b> eye -eyed (u. m.) #fever horn hound #moth passer passing plate pot saw shot skin skinned stall stay stove tail tooth wagon wash <b>bucket</b> maker making man #seat -shaped (u. m.) shop <b>bud</b> #moth #rot time wood worm	<b>buff</b> -tipped (u. m.) ware -yellow (u. m.) <b>buffalo</b> back (fish) #dance <b>bug</b> bear bite -eyed (u. m.) fish head (fish) house proof buildup (n., u. m.) <b>built</b> -in (u. m.) -up (u. m.) <b>bulb</b> #rod -tee (u. m.) <b>bulbo</b> (c. f.) all one word <b>bulk</b> head headed -pile (v.) <b>bull</b> back baiting cart dog doze dozer -faced (u. m.) #fiddle fight fighter fighting finch fly frog head headed hide man -mouthed (u. m.) neck nose nosed pen #ring #roarer skin #terrier toad -voiced (u. m.) whack whacker whip <b>bullet</b> head headed maker making proof <b>bull's</b> -eye (nonliteral) -foot <b>bumble</b> bee foot kite <b>bumboat</b> <b>bung</b> hole maker start <b>bunk</b> house load <b>buntline</b> <b>burn</b> out (n.) over (n.) burned-over (u. m.) burner-off
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<b>burnt</b> -out (u. m.) -up (u. m.)	<b>button—con.</b> holer holing hook maker making mold #strike worker buzz #bomb #saw #wig buzzerphone by -and-by -by -the-way (n., u. m.) -your-leave (n., u. m.) <i>rest one word</i>	<b>calk-weld (v.)</b> <b>call</b> box boy down (n., u. m.) -in (n., u. m.) #loan #market #money note -off (n., u. m.) out (n., u. m.) -over (u., u. m.) #rate up (n., u. m.) <b>cam</b> shaft #switch #wheel <b>camel</b> back (rubber) -backed (u. m.) driver -faced (u. m.) keeper man <b>camel's</b> #hair (n.) -hair (u. m.) <b>camera</b> #lucida #obscura <b>camp</b> #bed #chair craft fire #follower ground #hospital #meeting site stool ward <b>can</b> #buoy capper maker making not #opener <b>canal</b> boat man side <b>candle</b> bomb box fish fly -foot holder -hour light lighter lighting lit maker making -meter power -shaped (u. m.) stand stick wick wright <b>candy</b> maker stick <b>cane</b> -backed (u. m.) brake #chair crusher cutter field #press #seat	<b>cane—con.</b> #sugar work <b>canker</b> bird -eaten (u. m.) -mouthed (u. m.) #sore worm <b>cannon</b> ball #fodder proof <b>canoe</b> load man <b>canvas</b> back -covered (u. m.) maker making man #shoe #stitch work worker <b>cap</b> -flash (v.) maker making nut #screw sheaf shore stone <b>car</b> barn -borne (u. m.) boy break builder fare #ferry #float goose hop line load lot man -mile port shop sick #wheel <b>carbo (c. f.)</b> <i>all one word</i> <b>carboid (c. f.)</b> <i>all one word</i> <b>carcino (c. f.)</b> <i>all one word</i> <b>card</b> board case #catalog holder -index (u. m., v.) maker making player room sharp stock <b>cardio (c. f.)</b> -aortic <i>rest one word</i> <b>care</b> free -laden (u. m.) taker taking -tired (u. m.) worn <b>carpet</b> bag bagger bagging beater beating	<b>carpet—con.</b> #cleaner -cleaning (u. m.) -covered (u. m.) fitter fitting layer laying #loom maker making #repairer -smooth (u. m.) #snake #stitch #sweeper -sweeping (u. m.) way weaver -weaving (u. m.) web work woven <b>carpo (c. f.)</b> -olecranal <i>rest one word</i> <b>carriage</b> maker -making (u. m.) smith way carrier-borne (u. m.) <b>carrot</b> -colored (u. m.) head (nonliteral) juice top (nonliteral) <b>carry</b> all (n., u. m.) back (n., u. m.) -in (n., u. m.) over (n., u. m.) <b>cart</b> load man way wheel (coin) whip wright <b>case</b> bearer #binding book bound hammer harden #history load maker making mate mated #method wood work worker worm caser-in <b>cash</b> #account book box boy girl keeper #register <b>cast</b> away (n., u. m.) back (n., u. m.) -by (u. m.) house #iron off (n., u. m.) out (n., u. m.) -ridden (u. m.) #steel -weld (v.) caster-off
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<b>castlebuilder</b> (dreamer)	<b>cellar</b> man way woman	<b>chapel</b> going man	<b>chemo</b> (c. f.) <i>all one word</i>	<b>chitchat</b> chitter-chatter
<b>cat</b>		<b>char</b>	<b>cherry</b>	<b>chloro</b> (c. f.) <i>all one word</i>
back	<b>cell</b>	coal	bird	<b>chock</b>
beam	house	coaled	blossom	ablock
bird	mate	coaling	-colored (u. m.)	-full (u. m.)
block	#tester	pit	picker	<b>chocolate</b>
boat	#wall	woman	picking	-brown (u. m.)
call	<b>cement</b>		#pie	-coated (u. m.)
-eyed (u. m.)	#block	<b>charge</b>	#pit	#maker
face (n.)	-covered (u. m.)	#account	stone (nonliteral)	<b>choir</b>
faced	maker	#book	#stone (literal)	boy
facing	making	man	#wine	#loft
fall	-temper (v.)	off (n., u. m.)	<b>chess</b>	man
#fever	<b>census</b>	<b>chart</b>	board	#master
fish	#taker	house	man	#school
footed	-taking (u. m.)	room	<b>chestnut</b>	wise
gut	<b>center</b>	<b>chatter</b>	-colored (u. m.)	<b>choke</b>
head	#bit	box	-red (u. m.)	bore
hole	board	mark	<b>chicken</b>	bored
#hook	head (printing)	cheapskate	bill	boring
like	line	<b>check</b>	-billed (u. m.)	damp
nap	most	bird	#breast	strap
nip	piece	bite	breasted	chokerman
-o-nine-tails	#point	book	#coop	<b>chole</b> (c. f.)
piece	-second	hook	#farm	<i>all one word</i>
skin	<b>centi</b> (c. f.) <i>all one word</i>	-in (n., u. m.)	#farmer	<b>chondro</b> (c. f.)
stitch	<b>centri</b> (c. f.) <i>all one word</i>	line	feed	-osseous
tail	<b>centro</b> (c. f.) <i>all one word</i>	list	heart	<i>rest one word</i>
walk	<b>cephalo</b> (c. f.) <i>all one word</i>	mate	hearted	<b>chop</b>
<b>catch</b>	<b>cerato</b> (c. f.) <i>all one word</i>	nut	house	-chop
all (n., u. m.)	<b>cerebro</b> (c. f.) -ocular <i>rest one word</i>	off (n., u. m.)	#pest	house
-as-catch-can	<b>cervico</b> (c. f.) -occipital -orbicular <i>rest one word</i>	out (n., u. m.)	pox	stick
(u. m.)	<b>cess</b>	rack	#wire	#suey
cry	pipe	rail	#yard	<b>chow</b>
land	pit	rein	<b>chief</b>	chow
line (printing)	pool	ring	#justice	#mein
penny	chaffcutter	roll	-justiceship	<b>Christ</b>
plate	<b>chain</b>	roller	#mate	-given (u. m.)
#stitch	#bag	room	<b>child</b>	-inspired (u. m.)
#title	#belt	rope	bearing	like
up (n., u. m.)	-driven (u. m.)	row	bed	<b>chromo</b> (c. f.)
water	#gang	rowed	birth	<i>all one word</i>
weight	#letter	rower	crowing	<b>chron</b> (c. f.)
word	maker	strap	hearted	<i>all one word</i>
work	man	string	hood	<b>chuck</b>
<b>cater</b>	#reaction	up (n., u. m.)	kind	hole
corner	stitch	#valve	#labor	plate
cornered	store	washer	life	#rib
wauling	work	weigher	-minded (u. m.)	wagon
<b>cat's</b>	<b>chair</b>	weighman	ridden	<b>chuckle</b>
-eye (nonliteral)	fast	work	wife	head
-paw (nonliteral)	maker	writing	<b>chill</b>	headed
<b>cattle</b>	making	<b>checker</b>	-cast (u. m., v.)	chunkhead
#boat	man	board	room	<b>church</b>
#breeder	#reaction	breast (bird)	<b>chin</b>	craft
feed	stitch	-in	band	#door
man	store	-off	-bearded (u. m.)	goer
#raiser	work	-out	-chin	going
#raising	<b>cauliflower</b>	-up	cloth	like
#ranch	#ear	wise	cough	man
#train	-eared (u. m.)	work	-high (u. m.)	manlike
yak	#ware	<b>cheek</b>	piece	ward
<b>cauliflower</b>	<b>cause</b>	bone	rest	way
#ear	way	piece	#shield	woman
-eared (u. m.)	wayman	strap	strap	work
#ware	cavalryman	cheerleader	<b>china</b>	yard
<b>cause</b>	<b>cave</b>	<b>cheese</b>	#bark	<b>churn</b>
way	dweller	board	-blue (u. m.)	-butted (u. m.)
wayman	-dwelling (u. m.)	box	#shop	milk
cavalryman	#fish	burger	ware	churroworm
<b>cave</b>	-in (n., u. m.)	cake	<b>China</b>	<b>cider</b>
dweller	man	cloth	man	maker
-dwelling (u. m.)	cease-fire (n., u. m.)	curd	town	making
#fish	<b>cedar</b>	cutter	woman	<b>cigar</b>
-in (n., u. m.)	bird	head	<b>chip</b>	box
man	#chest	headed	board	case
cease-fire (n., u. m.)	-colored (u. m.)	#knife	munk	cutter
<b>cedar</b>	#leaf	lip	#shot	fish
bird	maker	maker	wood	holder
#chest	ware	making	<b>chiro</b> (c. f.)	maker
-colored (u. m.)	<b>celi</b> (c. f.) <i>all one word</i>	parer	<i>all one word</i>	making
#leaf	<b>celio</b> (c. f.) <i>all one word</i>	paring	#bit	-shaped (u. m.)
maker		plate	-cut (u. m.)	#smoker
ware		#press	-edged (u. m.)	store
<b>celi</b> (c. f.)		#tub	#grinder	<b>cigarette</b>
<i>all one word</i>		<b>chemico</b> (c. f.) <i>all one word</i>	#maker	#case
<b>celio</b> (c. f.)			mouth (fish)	#holder
<i>all one word</i>				



<b>cigarette</b> —con. #maker -making (u. m.) #paper <b>cine</b> (c. f.) <i>all one word</i> <b>circuit</b> #breaker #court man #rider <b>circum</b> (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest also one word</i> <b>cirro</b> (c. f.) <i>all one word</i> <b>cis</b> (pref.) alpine atlantic -trans (u. m.) <i>rest also one word</i> <b>city</b> -born (u. m.) bound -bred (u. m.) #editor folk #man scape wide <b>clam</b> bake cracker (fish) shell worm <b>clampdown</b> (n., u. m.) <b>clans</b> man woman <b>clap</b> board net trap <b>clasp</b> book #knife <b>class</b> book -conscious (u. m.) #consciousness #day man mate room work <b>claw</b> bar -footed (u. m.) hammer hatchet -tailed (u. m.) <b>clay</b> #band bank -colored (u. m.) man pan #pigeon pit ware works <b>clean</b> -cut (u. m.) handed hearted out (n., u. m.) -shaved (u. m.) -smelling (u. m.) up (n., u. m.) <b>clear</b> cole -cut (u. m.) #day -eyed (u. m.) headed hearted -sighted (u. m.)	<b>clear</b> —con. starch (v.) up (n., u. m.) wing <b>clearing</b> #agent house <b>cleft</b> -footed (u. m.) -graft (v.) <b>clergy</b> man woman <b>cliff</b> bound dweller -dwelling (u. m.) #face side #swallow top -worn (u. m.) cliffsmen <b>clinch</b> -built (u. m.) work <b>cling</b> fish stone <b>clink</b> -clank stone <b>clinker</b> -built (u. m.) work <b>clip</b> -clap -edged (u. m.) sheet <b>clipper</b> -built (u. m.) man #ship <b>cloak</b> -and-dagger (n., u. m.) maker making room <b>clock</b> case face house keeper maker making -minded (u. m.) room setter smith #tower wise work <b>clod</b> breaker head hopper hopping pate pated <b>close</b> bred breeding #call -connected (u. m.) cross crossed crossing -cut (u. m.) -fertilize (v.) fisted handed headed hearted minded mouthed out (n., u. m.) up (n., u. m.) wing (moth)	<b>closed</b> #chain -circuit (u. m.) #end #shop <b>cloth</b> -backed (u. m.) bound maker making worker <b>clothes</b> bag basket brush #closet horse line man pin press rack #tree yard <b>cloud</b> burst cap capped -hidden (u. m.) land #ring <b>clover</b> bloom blossom #hay leaf seed sick sickness #stubble worm <b>club</b> #car #chair foot footed hand haul house #link man mobile ridden room root #sandwich -shaped (u. m.) #steak woman <b>clutch</b> man #shaft <b>co</b> (pref.) -op <i>rest one word</i> <b>coach</b> -and-four builder building maker making man whip woman work <b>coal</b> bag bagger bin -black (u. m.) boat box breaker #car dealer digger -faced (u. m.) field fish	<b>coal</b> —con. #gas hole -laden (u. m.) #loader #mine #miner pit rake sack (astron.) shed ship #tar #truck yard <b>coast</b> guardsman land line #pilot side wise <b>coat</b> hanger rack room tail tailed <b>cob</b> head meal web webbed webbing work cobblestone <b>cock</b> bill bird brain crow crowing eye eyed fight fighting head pit roach #robin #sparrow spur sure tail -tailed (u. m.) up (n., u. m.) <b>cockle</b> boat shell <b>cocks</b> comb combed <b>cod</b> bank fish fishery fishing head headed #liver man pitchings smack worm <b>coffee</b> cake -colored (u. m.) #cream #cup grower -growing (u. m.) house maker making pot room shop time	<b>coffer</b> dam work <b>coffin</b> #bone -headed (u. m.) maker making <b>cog</b> way wheel <b>coil</b> #antenna box #packing smith #spring <b>coin</b> box #changer holder maker making -operated (u. m.) #silver <b>coke</b> #dust #iron man #oven <b>cold</b> -blooded (u. m.) -chisel (v.) #cream -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u. m.) hearted pack -press (v.) proof -roll (v.) -rolled (u. m.) room (n.) -short (u. m.) -shortness -shoulder (v.) #storage store #war #wave -work (v.) <b>cole</b> seed slaw <b>coli</b> (c. f.) <i>all one word</i> <b>collar</b> bag band #beam bird bone bound box #button maker making man #pad #rot work <b>colo</b> (c. f.) <i>all one word</i> <b>color</b> bearer blind #blindness #chart fast -free (u. m.) #guard #line maker
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<b>color</b> —con. making man #sergeant type (printing) (n.) -washed (u. m.)	<b>copper</b> —con. sidesman smith ware wing (butterfly) worker works	<b>cotton</b> —con. field grower -growing (u. m.) #mill mouth (snake) packer picker #print seed sick tail worm <b>council</b> man woman count #wheel <b>counter</b> #check (banking) #septum -off <i>as combining form,</i> <i>one word</i> countinghouse	<b>crab</b> —con. eater eating faced hole man meat stick -yaws (n.)	<b>crepe</b> —con. #rubber #suzette <b>crest</b> #factor fallen line crew #list man
<b>comb</b> #brush #case holder maker making -toothed (u. m.)	<b>copy</b> book cat cutter cutting desk #editor fitter fitting holder holding man reader right righter writer	<b>council</b> man woman count #wheel <b>counter</b> #check (banking) #septum -off <i>as combining form,</i> <i>one word</i> countinghouse	<b>crack</b> ajack (n., u. m.) brained down (n., u. m.) jaw pot -the-whip (n., u. m.) up (n., u. m.) crackleware cracksman	<b>crime</b> buster busting wave <b>criss</b> cross crossed crockeryware <b>crook</b> <i>all one word</i>
<b>come</b> -along (tool) back (n., u. m.) -between (n.) down (n.) -off (n., u. m.) -on (n., u. m.) -out (n.) -outer uppuce	<b>coral</b> -beaded (u. m.) bound -red (u. m.) #reef #stitch	<b>country</b> -born (u. m.) -bred (u. m.) folk man people #seat side ward wide woman	<b>cradle</b> board land maker man side #snatcher song time	<b>crooked</b> -foot (n.) -legged (u. m.) -nosed (u. m.) #stick -toothed (u. m.)
<b>comic</b> #book #opera commander #in #chief commandoman <b>committee</b> man woman	<b>cord</b> maker wood	<b>county</b> -born (u. m.) -bred (u. m.) folk man people #seat side ward wide woman	<b>craft</b> #union work	<b>crop</b> -bound (u. m.) -haired (u. m.) head #index land man #rotation
<b>common</b> #carrier #law place sense sensible weal wealth	<b>core</b> #drill maker making #print	<b>court</b> bred craft house like -martial #plaster room ship work yard	<b>crane</b> #driver man way	<b>cross</b> -appeal arm armed band banded banding bar barred beak (bird) beam bearer bedded bedding belt bench
<b>companion</b> ship way companywide concertmaster	<b>cork</b> board -lined (u. m.) maker making screw wing (bird)	<b>cousin</b> -german hood -in-law	<b>cranio</b> (c. f.) <i>all one word</i>	<b>crash</b> dive (v.) land (v.) crawfish
<b>cone</b> -in-cone (u. m.) maker making -shaped (u. m.) speaker conference #room <b>Congress</b> man man #at #large woman	<b>corn</b> bin bird #borer bread cake cob -colored (u. m.) cracker crib crusher cutter dodger -fed (u. m.) field fly #fodder grower house husk husker land loft meal picker #pit (market) #pone stalk starch #stover worm	<b>cover</b> alls #crop let side up (n., u. m.)	<b>crank</b> bird case -driven (u. m.) man pin pit shaft #wheel	<b>crash</b> dive (v.) land (v.) crawfish
<b>contra</b> (pref.) -acting -approach -ion <i>rest one word</i>	<b>costo</b> (c. f.) <i>all one word</i>	<b>cow</b> barn bell boy catcher -eyed (u. m.) fish gate girl hand hearted herd hide hitch keeper lick man path pen #pony pox puncher shed skin sucker tail yard	<b>crank</b> bird case -driven (u. m.) man pin pit shaft #wheel	<b>crawl</b> -a-bottom (fish) up (n., u. m.)
<b>cook</b> book house maid room shack shop stove	<b>cotter</b> #pin way	<b>crab</b> cake catcher	<b>cream</b> cake #cheese -colored (u. m.) #gage maker making ware	<b>crayon</b> board stone
<b>cool</b> headed house	<b>cotton</b> -clad (u. m.) -covered (u. m.)		<b>creak</b> bed fish side	<b>creep</b> hole mouse
<b>coonskin</b>			<b>crepe</b> #de #chine #paper	<b>crepe</b> #de #chine #paper
<b>cooped</b> -in (u. m.) -up (u. m.)				<b>crepe</b> #de #chine #paper
<b>copper</b> bottom (v.) -bottomed (u. m.) -colored (u. m.) head -headed (u. m.) #mine #miner nose plate -plated (u. m.) proof				<b>crepe</b> #de #chine #paper

<b>cross—con.</b>	<b>crow's</b>	<b>cutter—con.</b>	<b>day—con.</b>	<b>deck</b>
-eye (n., u. m.)	-foot (nonliteral)	-off	fly (insect)	hand
-eyed (u. m.)	-nest (nonliteral)	-out	-fly (aviation) (v.)	house
fall	<b>crow'n</b>	-rigged (u. m.)	-flying (u. m.)	load
feed	bar	-up	going	swabber
-fertile (u. m.)	maker	<b>cuttle</b>	#laborer	<b>deep</b>
-fertilization	making	bone	#letter	-affected (u. m.)
-fertilize (v.)	piece	fish	light	-cut (u. m.)
-fiber (u. m.)	#plate	<b>cyano (c. f.)</b>	lighted	-engraved (u. m.)
file	#post	<i>all one word</i>	lit	-felt (u. m.)
fire	#sheet	<b>cycle</b>	long (u. m.)	-freeze (u. m., v.)
flow	#wheel	car	man	-freezing (u. m.)
foot	work	smith	mark	-frying (u. m.)
-grained (u. m.)	crybaby	<b>cyclo (c. f.)</b>	#nurse	going
hand	<b>crypt (c. f.)</b>	-olefin	room	-grown (u. m.)
handed	-Christian, etc.	<i>rest one word</i>	#school	-laid (u. m.)
hatch	<i>rest one word</i>	<b>cysto (c. f.)</b>	#shift	most
hatching	<b>crystal</b>	<i>all one word</i>	side	mouthed
haul	-clear (u. m.)	<b>cyto (c. f.)</b>	star	-rooted (u. m.)
head	-girded (u. m.)	<i>all one word</i>	time	#sea
-immunity	-smooth (u. m.)	<b>D</b>	#vision	-seated (u. m.)
-index (u. m.)	<b>cub</b>	-day	work	-set (u. m.)
-interrogate (v.)	master	-major	worker	-sunk (u. m.)
-interrogatory	#shark	-plus-4-day	<b>de (pref.)</b>	-voiced (u. m.)
-invite (v.)	cubby hole	<b>D-handle</b>	-air	water (u. m.)
legs	cuddyhole	<b>dairy</b>	-ice	waterman
-level (v.)	cullboard	#farm	-icer	<b>deer</b>
-license (v.)	<b>cumulo (c. f.)</b>	-fed (u. m.)	-ion	drive (n.)
lift (v.)	<i>all one word</i>	-made (u. m.)	<i>rest one word</i>	-eyed (u. m.)
light	<b>cup</b>	maid	<b>dead</b>	fly
line	bearer	man	-alive	food
lock	board	woman	beat (n.)	herd
lots	cake	<b>dam #site</b>	born	horn
mark	#custard	<b>damp</b>	-burn (v.)	hound
mate (v.)	ful	proof	#center	keeper
over (n., u. m.)	#grease	proofing	-cold (u. m.)	#lick
patch	head	-stained (u. m.)	-dip (v.)	meat
path	headed	<b>damping-off (n.,</b>	-drunk (u. m.)	skin
piece	holder	u. m.)	#end	stalker
-plow (v.)	#hook	<b>dance</b>	-ender	stalking
-pollinate (v.)	maker	#band	eye (n.)	stand
-pollination	making	hall	-eyed (u. m.)	stealer
-purpose (n.)	stone	<b>danger</b>	fall	yard
-question	<b>curb</b>	-fearing (u. m.)	head	<b>degree</b>
rail	#bit	#line	headed	-day (measure)
-reaction	#market	#point	hearted	wise
-refer (v.)	#roof	#zone	#heat	<b>demi (pref.)</b>
-reference	#sending	<b>dare</b>	-heated (u. m.)	-Christian, etc.
-referring	stone	-all (n., u. m.)	-heater	-incognito
road	stoner	devil	-heavy (u. m.)	<i>rest one word</i>
row	cure-all (n., u. m.)	deviltry	house	departmentwide
#rule	<b>curly</b>	say	latch	depth #charge
#section	head	<b>dark</b>	#letter	<b>dermato (c. f.)</b>
-shaft	headed	-eyed (u. m.)	light	<i>all one word</i>
-slide	locks (n.)	hearted	line	<b>derrick</b>
-spale	#maple	horse (nonliteral)	#load	#boat
-staff	currycomb	room	lock	#crane
-sterile	cussword	skin (n.)	man (n.)	man
-sterility	<b>custom</b>	-skinned (u. m.)	melt	<b>desert</b>
-stitch	-built (u. m.)	<b>dash</b>	pan	-bred (u. m.)
-stone	house	board	pay	#fox
-stratification	-made (u. m.)	light	#reckoning	#ship
-sue (v.)	-tailored (u. m.)	line (printing)	-roast (v.)	<b>desk</b>
-surge (v.)	work	maker	#weight	#helper
tail (n.)	worker	plate	wood	man
talk	<b>cut</b>	pot	<b>deaf</b>	#room
tie	away (n., u. m.)	wheel	-dumb	<b>dessert</b>
tied	back (n., u. m.)	<b>date</b>	-dumbness	#fork
-time (v.)	glass	line	-mute	#knife
-tined (u. m.)	#hole	lined	-muteness	spoon
town	-in (n., u. m.)	mark	<b>deal</b>	spoonful
track	lips (fish)	#stamp	fish	<b>deutero (c. f.)</b>
tree	off (n., u. m.)	daughter-in-law	worker	<i>all one word</i>
-vote	out (n., u. m.)	<b>dawn</b>	yard	<b>devil</b>
-voting	over (n., u. m.)	-gray (u. m.)	<b>death</b>	bird
walk	rate (u. m.)	light	bed	-devil
way	throat	streak	blow	-diver (bird)
web	-toothed (u. m.)	<b>day</b>	day	dog (a marine)
wise	-under (u. m.)	beam	-divided (u. m.)	fish
word	-up (n., u. m.)	bed	-doom (v.)	-inspired (u. m.)
<b>crow</b>	water	book	#house	-ridden (u. m.)
bait	work	break	like	#worship
bar	worm	-bright (u. m.)	#mask	<b>dew</b>
#flight	<b>cutter</b>	dawn	#rate	beam
foot	-built (u. m.)	dream	-struck (u. m.)	cap
footed	-down	dreamer	trap	-clad (u. m.)
hop	head	watch	#warrant	claw
#pheasant	man	dreaming	-weary (u. m.)	damp
#shrike				-drenched (u. m.)



<b>dew</b> —con. drop fall -fed (u. m.) -laden (u. m.) lap lapped point	<b>direction</b> #finder -finding (u. m.) #indicator	<b>dog</b> —con. catcher #days -drawn (u. m.) -ear (v.) -eared (u. m.) face (infantry- man) -faced (u. m.) fall fight fish head -headed (u. m.) hole house #owner shore #show skin tail -tired (u. m.) tooth -toothed (u. m.) #trainer trick trot vane watch -weary (u. m.)	<b>dope</b> book #dend sheet <b>dorsi</b> (c. f.) <i>all one word</i> <b>dorso</b> (c. f.) -occipital <i>rest one word</i> <b>double</b> -barrel (n., u. m.) -barreled (u. m.) -bitt (v.) -breasted (u. m.) -charge (v.) check (n., v.) checked (u. m., v.) #chin -chinned (u. m.) #concave #convex cross (nonliteral) crosser (nonlit- eral) crossing (nonlit- eral) #dagger deal (v.) dealer dealing -decker -distilled (u. m.) -duty (u. m.) -dye (v.) -edged (u. m.) -ender #entry #gear handed -headed (u. m.) header hearted -headed (u. m.) #play -quick (u. m.) #stitch talk #thread #time tone (printing) #track tree -trouble -up (u. m., v.) #work	<b>down</b> —con. dale draft drag face fall fallen feed flow fold folded grade growth hanging haul headed hearted hill lead line look most payment pour rate right river rush shore side sitting slip slope -soft (u. m.) spout stage stairs state stream street stroke swing take throw thrust town trampling trend trodden turn valley ward way weigh weight wind
<b>dextro</b> (c. f.) <i>all one word</i> <b>di</b> (pref.) <i>all one word</i> <b>dia</b> (pref.) <i>all one word</i> <b>diamond</b> back -backed (u. m.) #dust -shaped (u. m.) work <b>diazo</b> (c. f.) -oxide <i>rest one word</i> <b>dice</b> box board #coal cup man play <b>die</b> -away (u. m.) back case -cast (u. m., v.) caster casting -cut (u. m., v.) cutter cutting hard (n., u. m.) head holder maker making #mold #plate #proof (philately) (n.) sinker sinking -square (u. m.) stock <b>diesel</b> -driven (u. m.) -electric (u. m.) #engine dillydally <b>dim</b> -lighted (u. m.) lit out (n., u. m.) diner-out <b>ding</b> bat dong <b>dining</b> #car #hall #room <b>dinitro</b> (c. f.) #spray <i>rest one word</i> <b>dinner</b> #hour time ware <b>dip</b> -dye (v.) -grained (u. m.) head heading #slip ware dipper-in <b>direct</b> #action -connected (u. m.) -indirect	<b>dirty</b> board -cheap (u. m.) #farmer fast -incrusted (u. m.) line plate #road <b>dirty</b> -faced (u. m.) -minded (u. m.) #work <b>dis</b> (pref.) <i>all one word</i> <b>dish</b> board cloth #cover #drainer #gravy maker making pan rack rag #towel washer washing water wiper wiping <b>disk</b> jockey plow -shaped (u. m.) #wheel districtwide <b>ditch</b> bank digger #hand #rider side water <b>ditto</b> graph #mark <b>dive</b> -bomb (v.) #bomber keeper <b>diving</b> #bell #boat <b>do</b> -all (n., u. m.) -gooder -little (n., u. m.) -nothing (n., u. m.) -nought (n., u. m.) <b>dock</b> hand head house land man master side #warehouse worker yard <b>doctor</b> bird fish #solution bird skin <b>dog</b> bite -bitten (u. m.) bolt breeder cart	<b>doll</b> beer face -faced (u. m.) fish house maker making #post <b>dollar</b> #bill bird #diplomacy fish #mark <b>dolly</b> head man way <b>donkey</b> back -drawn (u. m.) -eared (u. m.) #engine man #pump work doodlebug doomsday <b>door</b> bed bell boy brand case check frame head jamb keeper keeping knob maid maker making man mat nail plate post #roller -shaped (u. m.) sill step stone stop strap way yard	<b>dough</b> boy -colored (u. m.) face -faced (u. m.) head maker making man mixer nut <b>dove</b> -colored (u. m.) cot house like tail tailed <b>down</b> beat beater bound by cast check coast come comer coming -covered (u. m.) crier cry curved cut	<b>draft</b> age (allowance) #age (conscripton) #engine -exempt (u. m.) #horse draftsman <b>drag</b> #anchor bar boat bolt #harrow line man net pipe rope saw staff wire <b>dragger</b> -down -in -out -up <b>dragon</b> #beam -eyed (u. m.) fish fly kind #piece



<b>dragon's</b> #blood #teeth <b>drain</b> board cleaner man pipe tile <b>drainage</b> #area #canal way <b>dram</b> seller shop <b>draw</b> -arch (n.) arm back bar beam bench board bolt bore bridge cut down (n., u. m.) file gate gear glove head horse knife knot link loom net off (n., u. m.) out (n., u. m.) pin plate point sheet span stop string tongs tube #well <b>drawer</b> -down -in -off -out <b>drawing</b> #board -in (n., u. m.) #room #table <b>dray</b> #horse man <b>dream</b> -haunted (u. m.) land lit lore world <b>dredge</b> boat #chain man #net <b>dress</b> #goods maker making #parade #rehearsal up (n., u. m.) dressing #room <b>drift</b> #anchor #boat bolt meter	<b>drift</b> —con. -mining (u. m.) piece pin way weed wind wood <b>drill</b> book case #clamp holder -like maker man master #pin #press #rack #rest room stock worker yard <b>drip</b> board box cock #coffee #cup -drip sheet stick stone #tank #valve <b>drive</b> away (n., u. m.) boat bolt cap head -in (n., u. m.) #nozzle pipe screw #shaft way #wheel <b>drop</b> away (n., u. m.) #bar bolt #bomb #folio (printing) -forge (v.) -forger front hammer head kick leaf (n., u. m.) leg light line man off (n., u. m.) out (n., u. m.) stitch worm <b>drug</b> -addicted (u. m.) man mixer seller store <b>drum</b> beat #corps fire fish head line #major #saw stick -up (n., u. m.) #winding	<b>dry</b> -burnt (u. m.) #cell -clean (v.) #cleaner -cleaning (u. m.) -cure (v.) dock docked -dye (v.) -farm (v.) #goods goodsman house #kiln land (u. m.) -pack (u. m., v.) #rot -rotted (u. m.) -salt (v.) wash #weight worker <b>duck</b> bill -billed (u. m.) blind board boat foot (tool) -footed (u. m.) hearted house #hunter -hunting (u. m.) pin pond #soup walk duffelbag <b>dug</b> out (n.) -up (u. m.) way <b>dull</b> brained -edged (u. m.) head headed hearted -looking (u. m.) -witted (u. m.) <b>dumb</b> bell head waiter #well <b>dump</b> car cart #heap #truck <b>dunder</b> head headed <b>dung</b> beck #beetle bird hill worm <b>duo</b> (c. f.) all one word <b>dust</b> bin box brush cloth #counter -covered (u. m.) fall -gray (u. m.) -laden (u. m.) pan proof storm tight #well woman	<b>duster</b> man -off <b>duty</b> bound -free (u. m.) dwelling #house <b>dye</b> house maker making mixer stone stuff #vat ware works <b>dynamo</b> #brush electric genesis metamorphosed phone static #winder <b>dys</b> (pref.) all one word  <b>eagle</b> #eye -eyed (u. m.) stone -winged (u. m.) <b>ear</b> ache cap drop drum flap guard hole lap mark -minded (u. m.) phone pick piece -piercing (u. m.) plug ring screw shot sore splitting tab wax wig witness worm <b>earth</b> bank board born bound -bred (u. m.) #crust fall fast -fed (u. m.) grubber #hole #house kin light lit maker making nut quake -shaking (u. m.) slide #spring -stained (u. m.) wall ward wide work worm	<b>earthen</b> hearted ware <b>east</b> bound #end going land -northeast #side -sider -southeast ward <b>Easter</b> #bonnet tide time <b>easy</b> going hearted mark (n.) -rising (u. m.) -spoken (u. m.) <b>eaves</b> drop dropper dropping #molding <b>edge</b> maker making man #plane shot stone ways wise <b>eel</b> cake catcher catching fare #netting pot pout shop skin spear worm <b>egg</b> #albumen beater bound cup eater fruit #glue hot (n.) nog plant -shaped (u. m.) shell -white (u. m.) <b>eight</b> -angled (u. m.) #ball fold penny (nail) -ply (u. m.) score -wheeler <b>elbow</b> board chair #length room <b>elder</b> #brother brotherhood brotherly -leaved (u. m.) man #statesman woman <b>electro</b> (c. f.) -optics -osmosis -ultrafiltration rest one word
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<b>embryo</b> (c. f.) <i>all one word</i> <b>empty</b> handed headed hearted -looking (u. m.) #word en #route enamelware <b>encephalo</b> (c. f.) <i>all one word</i> <b>end</b> -all (n., u. m.) board brain gate #grain line long -match (v.) matcher -measure (v.) most #paper piece #product #result -shrink (v.) #use ways <b>ender</b> -on -up <b>endo</b> (c. f.) <i>all one word</i> <b>engine</b> -driven (u. m.) #driver house maker man room #shop -sized (u. m.) smith work #worker #yard <b>entero</b> (c. f.) <i>all one word</i> <b>entry</b> #book man way <b>envelope</b> #holder #maker <b>epi</b> (pref.) <i>all one word</i> <b>equi</b> (c. f.) -gram-molar <i>rest one word</i> <b>ere</b> long now <b>errorproof</b> <b>erythro</b> (c. f.) <i>all one word</i> <b>even</b> glow handed minded #money -numbered (u. m.) song -tempered (u. m.) tide time <b>ever</b> -abiding (u. m.) bearing blooming -constant (u. m.) -fertile (u. m.) glade going green lasting	<b>ever—con.</b> more -normal (u. m.) -present (u. m.) -ready (u. m.) sporting (biol.) which wise <b>every</b> body day (n., u. m.) #day (each day) how one (all) #one (distributive) thing #time where <b>evil</b> doer doing #eye -eyed (u. m.) -faced (u. m.) hearted -looking (u. m.) -minded (u. m.) sayer speaker speaking wishing <b>x</b> #cathedra cathedral communicate -governor #libris #officio #post #facto #rights -serviceman -trader excess-profits (u. m.) <b>express</b> man #train way <b>extra</b> -alimentary #allowance -American #binding bold bound -Britannic -condensed (u. m.) #current curricular #dividend fine hazardous judicial large marginal mural ordinary polar strong territorial vascular <b>eye</b> #appeal ball bank bar blink -blurred (u. m.) bolt brow -conscious (u. m.) cup flap glance glass hole lash lens lid light	<b>eye—con.</b> line mark -minded (u. m.) #opener peep piece pit point service shade shield shot sick sight sore spot -spotted (u. m.) stalk stone strain string tooth wash water wear #weariness wink winker witness witnessing <b>F</b> -flat -horn -sharp <b>fable</b> #book land maker teller <b>face</b> about (n., u. m., v.) #ache -arbor (v.) cloth -harden (v.) -hardened (u. m.) lifting maker making man mark -on (n., u. m.) piece plate #towel wise work factfinding <b>fade</b> away (n., u. m.) -in (n., u. m.) out (n., u. m.) <b>faint</b> heart hearted #ruling (printing) -voiced (u. m.) <b>fair</b> ground -lead (n., u. m.) minded #play -skinned (u. m.) #trade water way <b>fairy</b> folk hood land like stone #story tale	<b>faith</b> breaker breaking #cure worthy <b>fall</b> away (n., u. m.) back (n., u. m.) fish #guy -in (n., u. m.) out (n., u. m.) -plow (v.) -sow (v.) time trap way #wheat #wind fallow #land false #alarm -bottomed (u. m.) #face -faced (u. m.) hearted hood #keel #pretenses -tongued (u. m.) work <b>fame</b> -crowned (u. m.) -thirsty (u. m.) worthy <b>fan</b> back bearer #belt #blade #dance fare fish fold foot house -leaved (u. m.) light maker making man marker -shaped (u. m.) tail -tailed (u. m.) <b>fancy</b> #dress -free (u. m.) -loose (u. m.) work -woven (u. m.) -wrought (u. m.) <b>far</b> -aloft (u. m.) away (n., u. m.) -borne (u. m.) #cry -distant (u. m.) -eastern (u. m.) -famed (u. m.) fetched flung (u. m.) going gone -off (u. m.) -reaching (u. m.) seeing -seen (u. m.) -set (u. m.) sight sighted <b>farm</b> #bloc -bred (u. m.) #bureau hand hold house land	<b>farm—con.</b> place stead steading work worker yard <b>fashion</b> -led (u. m.) monger #piece (naut.) #plate -setting (u. m.) <b>fast</b> -anchored (u. m.) bound -dyed (u. m.) going hold -moving (u. m.) #time (daylight saving) <b>fat</b> #acid back backed -bellied (u. m.) brained -free (u. m.) head headed hearted -soluble (u. m.) <b>father</b> -confessor -in-law land <b>fault</b> finder finding line slip <b>faux #pas</b> <b>fear</b> -free (u. m.) nought -pursued (u. m.) -shaken (u. m.) <b>feather</b> bed (v.) bedding bone brain brained edge edged -footed (u. m.) head headed -leaved (u. m.) man #pillow stitch -stitched (u. m.) -stitching -tongue (v.) way weight wing (moth) work worker fed-up (u. m.) <b>feeble</b> -bodied (u. m.) brained hearted minded <b>feed</b> back (n., u. m.) bag bin board box crusher cutter head mixer pipe rack
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**feed—con.**

store  
stuff  
#tank  
#truck  
#valve  
way  
#wire  
**feeder**  
-in  
-up  
**fellow**  
craft  
ship  
*rest two words*

**felt**

cutter  
-lined (u. m.)  
maker  
making  
packer  
#roller  
#roofer  
work  
worker

**fen**

bank  
land  
man

**fern**

-clad (u. m.)  
grower  
land  
leaf  
-leaved (u. m.)  
**ferro** (c. f.)  
-carbon-titanium  
-uranium  
*rest one word*

**ferry**

boat  
#bridge  
#car  
house  
man  
master  
#slip  
way

**fever**

#heat  
less  
like  
-stricken (u. m.)  
trap  
-warm (u. m.)

**fiber**

board  
-faced (u. m.)  
#plaster  
stitch

**fibro** (c. f.)

-osteoma  
*rest one word*

**fickle**

hearted  
-minded (u. m.)

**fiddle**

back  
-faddle  
head  
headed  
maker  
-shaped (u. m.)  
stick  
string

**field**

ball  
#battery  
bird  
book  
#corn  
fare (bird)  
glass  
goal  
house  
man  
piece  
work  
worker

**fierce**

-eyed (u. m.)  
hearted  
-looking (u. m.)  
**fiery**  
-flaming (u. m.)  
-hot (u. m.)  
#liquid  
-red (u. m.)  
-tempered (u. m.)

**fig**

bar  
eater  
leaf  
shell  
worm

**figure**

head  
-of-eight (u. m.)  
#work (printing)

**file**

card  
fish  
#grinder  
-hard (u. m.)  
maker  
making  
setter  
smith  
-soft (u. m.)

**fill**

-in (n., u. m.)  
out (n., u. m.)  
-up (n., u. m.)

**filler**

cap  
-in  
-out  
-up  
#wall

**film**

cutter  
goer  
going  
land  
#paper  
slide  
strip  
-struck (u. m.)

**fin**

back  
fish  
foot (bird)  
#keel  
-shaped (u. m.)

**fine**

#arts  
-cut (u. m., v.)  
-draw (v.)  
-drawn (u. m.)  
-featured (u. m.)  
-looking (u. m.)  
-set (u. m.)

**finger**

breadth  
-cut (u. m.)  
fish  
hold  
hole  
hook  
mark  
nail  
parted  
post  
print  
shell  
spin  
stall  
stone  
tip  
work

**fire**

arm  
#alarm  
back (n.)  
ball  
bell  
bird  
board

**fire—con.**

boat  
bolt  
box  
brand  
brat  
break  
brick  
bug  
-burnt (u. m.)  
#call  
-clad (u. m.)  
#clay  
coat  
cracker  
crest  
-cure (v.)  
damp  
#drill  
-eater  
fall  
fang  
fanged  
fly  
guard  
-hardened (u. m.)  
house  
light  
line  
lit  
man  
place  
plow  
plug  
-polish (v.)  
power  
proof  
-red (u. m.)  
-resistant (u. m.)  
room  
safe  
safety  
side  
spout  
stone  
#test  
trap  
wall  
warden  
water  
wood  
work  
worker  
worm

**firm**

-footed (u. m.)  
hearted  
-set (u. m.)  
-up (n., u. m.)  
**first**  
#aid  
-alder  
-born (u. m.)  
-class (u. m.)  
corner  
hand (adv., u. m.)  
-made (u. m.)  
-named (u. m.)  
-nighter  
-rate (u. m.)  
-rater

**fish**

back  
backed  
bed  
-bellied (u. m.)  
berry  
bolt  
bone  
cake  
#day  
#dinner  
eater  
eye  
-eyed (u. m.)  
fall  
-fed (u. m.)  
garth  
hook

**fish—con.**

house  
-joint (v.)  
line  
man  
#market  
meal  
monger  
mouth  
plate  
pond  
pool  
pot  
pound  
skin  
tail  
way  
weir  
wife  
woman  
works  
worm  
yard  
**fisher**  
boat  
boy  
folk  
girl  
man  
people  
woman  
**fit**  
out (n.)  
strip  
**five**  
bar  
fold  
-ply (u. m.)  
-pointed (u. m.)  
-reeler  
score  
-shooter

**flag**

bearer  
boat  
maker  
making  
pole  
post  
-raising (u. m.)  
ship  
-signal (v.)  
staff  
stick  
stone  
#stop  
worm  
**flame**  
-colored (u. m.)  
-cut (v.)  
proof  
thrower  
tight  
**flange**  
#nut  
way  
**flannel**  
mouth  
mouthed  
**flap**  
cake  
doodle  
-eared (u. m.)  
jack  
**flare**  
back (n., u. m.)  
board  
light  
up (n., u. m.)  
**flash**  
back (n., u. m.)  
board  
bulb  
card  
gun  
lamp  
over (n., u. m.)  
pan

**flash—con.**

point  
proof  
**flat**  
back (bookbind-  
ing)  
bed (printing)  
boat  
-bottomed (u. m.)  
car  
-compound (v.)  
fish  
fold  
foot (n.)  
footed  
hat  
head  
headed  
iron  
land  
nose  
-rolled (u. m.)  
#silver  
top  
-topped (u. m.)  
ware  
way  
wise  
woods  
work  
worm  
yard  
**flax**  
board  
drop  
field  
-leaved (u. m.)  
man  
-polled (u. m.)  
seed  
wife  
woman  
**flea**  
bite  
-bitten (u. m.)  
hopper  
**fleet**  
#admiral  
foot  
-footed (u. m.)  
wing  
**flesh**  
brush  
fly  
hook  
-pink (u. m.)  
pot  
fleur-de-lis  
**flim**  
flam  
flammer  
**flint**  
#glass  
hearted  
lock  
#paper  
work  
worker  
**flip**  
-flap  
-flop  
-up (n., u. m.)  
**float**  
board  
#iron  
maker  
man  
plane  
stone  
work  
**flock**  
book  
man  
master  
owner  
wise  
**flood**  
board  
cock



**flood—con.**

#control  
gate  
lamp  
light  
lighting  
mark  
#plain  
tide  
time  
water  
way  
wood  
**floor**  
beam  
board  
cloth  
head  
lamp  
#leader  
line  
load  
man  
mat  
mop  
#plan  
#plug  
#polish  
#show  
space  
stain  
walker  
ward  
#wax  
-waxing (u. m.)  
way  
wise  
work  
**flop**  
house  
wing (moth)  
**flour**  
bag  
#barrel  
bin  
#blender  
#grinder  
maker  
making  
#mill  
#miller  
#mixer  
sack  
**flow**  
meter  
off (n., u. m.)  
sheet  
**flower**  
bed  
bud  
-crowned (u. m.)  
#cup  
#grower  
-hung (u. m.)  
maker  
making  
piece  
pot  
-scented (u. m.)  
#shop  
#show  
#stalk  
time  
work  
**flue**  
-cure (v.)  
man  
**fluid**  
-compressed (u. m.)  
#drive  
extract (pharm.)  
(n.)  
glycerate  
#ounce  
#pressure  
**fluo** (c. f.)  
*all one word*  
**fluoro** (c. f.)  
*all one word*

**flush**

bound  
-cut (u. m.)  
-decked (u. m.)  
-decker  
gate  
#head (printing)  
#tank  
**flute**  
bird  
like  
mouth (fish)  
work  
**fluvio** (c. f.)  
*all one word*  
**fly**  
away  
back  
ball  
-bitten (u. m.)  
blow  
blown  
boat  
boy  
-by-night (n., u. m.)  
catcher  
catching  
eater  
-fish (v.)  
-fisher  
-fisherman  
#fishing  
flap  
flapper  
-free (u. m.)  
leaf  
line  
man  
paper  
proof  
sheet  
speck  
-specked (u. m.)  
tail  
tier  
trap  
way  
weight  
wheel  
winch  
**flying**  
#boat  
#bomb  
#column  
#fish  
**foam**  
bow  
-crested (u. m.)  
#rubber  
-white (u. m.)  
**fog**  
born  
bound  
bow  
dog  
eater  
-hidden (u. m.)  
horn  
-ridden (u. m.)  
foldup (n., u. m.)  
**folk**  
craft  
#custom  
#dance  
free (u. m.)  
lore  
song  
way  
**follow**  
through (n., u. m.)  
up (n., u. m.)  
follower-up  
**food**  
grower  
packer  
shop  
sick  
stuff  
#value

**fool**

fish  
hardy  
headed  
proof  
foolscap  
**foot**  
-and-mouth (u. m.)  
ball  
band  
blower  
board  
brake  
breadth  
bridge  
-candle  
fall  
-free (u. m.)  
gear  
-grain  
halt  
hill  
hold  
-lambert  
licker  
licking  
light(s)  
line  
lining  
lock  
locker  
loose  
man  
mark  
note  
noted  
pad  
path  
pick  
plate  
-pound  
-pound-second  
power  
print  
race  
rail  
rest  
room  
rope  
scald  
-second  
slogger  
sore  
stalk  
stall  
step  
stick  
stock  
stone  
stool  
-ton  
walk  
wall  
way  
wear  
-weary (u. m.)  
work  
worn  
**for** (pref.)  
*all one word*  
**fore**  
-age  
-and-aft (n., u. m.)  
-and-after (n.)  
-edge  
-end  
-exercise  
*rest one word*  
**forest**  
bound  
-clad (u. m.)  
-covered (u. m.)  
craft  
#land  
#ranger  
side  
**fork**  
head  
lift

**fork—con.**

maker  
man  
-pronged (u. m.)  
smith  
tail  
-tailed (u. m.)  
**form**  
board  
#letter  
#work (printing)  
**forth**  
coming  
right  
with  
**fortune**  
#hunter  
#hunting  
teller  
telling  
forty-niner  
**foul**  
#ball  
#brood  
#line  
-looking (u. m.)  
mouthed  
#play  
-spoken (u. m.)  
-tongued (u. m.)  
up (n., u. m.)  
**foundry**  
man  
#proof (printing)  
**fountain**  
head  
#pen  
**four**  
-bagger  
-ball (u. m.)  
-eyed (u. m.)  
-eyes (fish)  
flush  
flusher  
flushing  
fold  
-footed (u. m.)  
-in-hand (n., u. m.)  
-masted (u. m.)  
-master  
penny (nail)  
-ply (u. m.)  
score  
some  
square  
squared  
-wheeler  
**fox**  
-faced (u. m.)  
fish  
hole  
hound  
#hunting  
skin  
skinned  
tail  
tailed  
#terrier  
trot  
**fracto** (c. f.)  
*all one word*  
**frame**  
house  
maker  
making  
smith  
up (n., u. m.)  
work  
worker  
frankhearted  
**free**  
board  
boot  
booter  
born  
-for-all (n., u. m.)  
-grown (u. m.)  
hand (drawing)  
handed

**free—con.**

hearted  
hold  
holder  
-lance (u. m., v.)  
man  
martin  
-minded  
masonry  
#port  
-spoken (u. m.)  
standing (u. m.)  
stone  
thinker  
thinking  
#thought  
#trade  
trader  
way (highway)  
wheel (v.)  
wheeler  
wheeling  
#will (n.)  
will (u. m.)  
woman  
**freed**  
man  
woman  
**freeze**  
out (n., u. m.)  
up (n., u. m.)  
**freight**  
#house  
-mile  
#room  
#train  
**French**  
man  
-minded (u. m.)  
woman  
**fresh**  
hearted  
-looking (u. m.)  
man  
-painted (u. m.)  
**fret**  
work  
worked  
friarbird  
**frock**  
#coat  
maker  
**frog**  
belly  
eater  
-eyed (u. m.)  
face  
fish  
hopper  
land  
mouth  
nose  
pond  
skin  
tongue (medicine)  
**front**  
-focused (u. m.)  
line  
#page  
piece  
stall  
-wheel (u. m.)  
frontiersman  
**fronto** (c. f.)  
-occipital  
-orbital  
*rest one word*  
**frost**  
bird  
bite  
bound  
bow  
fish  
-free (u. m.)  
-hardy (u. m.)  
-heaving (u. m.)  
-killed (u. m.)  
lamp  
line

<b>frost</b> —con. proof work	<b>gain</b> —con. saying set -sharing (u. m.) speaking twist	<b>gate</b> —con. wayman wise woman works	<b>give</b> -and-take (n., u. m.) away (n., u. m.) <b>glacio</b> (c. f.) <i>all one word</i>	<b>goat's</b> -hair -horn <b>God</b> -conscious (u. m.) -fearing (u. m.) -forsaken (u. m.) -given (u. m.) head -man -ordained (u. m.) -sent (u. m.) -sped (u. m.) speed -taught (u. m.) ward
<b>fruit</b> cake fly grower growing man picker #salad #shop stalk #sugar time wise woman worm	<b>gall</b> bladder fly stone <b>galley</b> man #proof (printing) #slave -west (u. m.) worm <b>galvano</b> (c. f.) <i>all one word</i>	<b>gay</b> cat -colored (u. m.) #dog -looking (u. m.) <b>gear</b> box case -driven (u. m.) fitter maker man -operated (u. m.) #ratio set shift wheel	<b>glass</b> blower blowing cutter cutting -eater -eyed (u. m.) fish -hard (u. m.) house maker making man #paper ware #wool work worker working works	<b>god</b> child daughter father head hood less like mother parent send ship son sonship wit (bird)
<b>frying</b> #pan <b>fuel</b> #line #oil wood	<b>game</b> bag cock craft #fowl keeper keeping room	<b>gelatin</b> -coated (u. m.) maker -making (u. m.) <b>gelatino</b> (c. f.) bromide chloride	<b>glauc</b> (c. f.) <i>all one word</i> <b>glaze</b> #wheel work	<b>goggle</b> -eye (fish) -eyed (u. m.) -nose (bird) goings-on
<b>full</b> back -bellied (u. m.) blood blooded bloodedness -bound (u. m.) #depth face faced -fashioned (u. m.) -flowering (u. m.) -grown (u. m.) -handed (u. m.) -headed (u. m.) hearted -lined (u. m.) #load mouth mouthed #speed -strength (u. m.) -time (u. m.) #weight fundholder	<b>gape</b> seed worm garageman <b>garbage</b> #can man #truck <b>garnet</b> -brown (u. m.) work <b>gas</b> bag -driven (u. m.) -fired (u. m.) firing fitter fitting -heated (u. m.) holder house -laden (u. m.) lamp light lighted lighting line lock #main maker man #mask meter tight #warfare #well worker works	<b>gem</b> cutter -set (u. m.) #stone work <b>genito</b> (c. f.) <i>all one word</i> <b>gentle</b> folk hearted -looking (u. m.) man (n.) -mannered (u. m.) mouthed #sex -spoken (u. m.) woman (n.) <b>geo</b> (c. f.) <i>all one word</i> <b>germ</b> #cell -free (u. m.) #layer proof gerrymander	<b>globe</b> fish holder trotter trotting <b>glosso</b> (c. f.) <i>all one word</i> <b>glove</b> maker making #silk <b>glow</b> fly lamp meter worm	<b>gold</b> beater beating bound brick (swindle) #brick (of real gold) -bright (u. m.) -brown (u. m.) bug digger digging #dust -filled (u. m.) finch finny (fish) fish foil hammer (bird) head (bird) -inlaid (u. m.) leaf maker making plate (v.) -plated (u. m.) -plating (u. m.) #rush smith smithing stone tail (moth) water (liquor) work worker -wrought (u. m.)
<b>fur</b> -clad (u. m.) #farm -lined (u. m.) #lining -trimmed (u. m.) <b>fuse</b> #block board #gage plug	<b>garage</b> -at-able away (n., u. m.) off (n., u. m.) -together (n., u. m.) up (n., u. m.) <b>ghost</b> craft -haunted (u. m.) land #town write (v.) writer <b>giddy</b> brain brained head headed -paced (u. m.) <b>gilt</b> -edge (u. m.) -edged (u. m.) head (fish) tail <b>gin</b> house -run (u. m.) <b>ginger</b> #ale #beer bread -colored (u. m.) snap spice work	<b>glyco</b> (c. f.) <i>all one word</i> <b>glyco</b> (c. f.) <i>all one word</i> <b>go</b> -ahead (n., u. m.) -as-you-please (u. m.) -back (n., u. m.) -between (n.) by (n.) cart -devil (n.) down (n.) -getter -getting (n., u. m.) -off (n., u. m.) <b>goal</b> keeper mouth (fish) post <b>goat</b> -bearded (u. m.) -drunk (u. m.) -eyed (u. m.) fish herd land #milk skin stone sucker (bird)	<b>glue</b> #bottle maker making pot stock <b>glycero</b> (c. f.) <i>all one word</i> <b>glyco</b> (c. f.) <i>all one word</i> <b>go</b> -ahead (n., u. m.) -as-you-please (u. m.) -back (n., u. m.) -between (n.) by (n.) cart -devil (n.) down (n.) -getter -getting (n., u. m.) -off (n., u. m.) <b>goal</b> keeper mouth (fish) post <b>goat</b> -bearded (u. m.) -drunk (u. m.) -eyed (u. m.) fish herd land #milk skin stone sucker (bird)	<b>golden</b> #age eye (bird) -fingered (u. m.) -headed (u. m.) #mean mouthed #rule wing (bird) <b>good</b> by #fellow -fellowship -for-nothing (u. m.) hearted -looker -looking (u. m.)
<b>G</b> -major -man -minor -sharp gabfest <b>gad</b> about (n., u. m.) fly wall (duck) gaff-topsail <b>gag</b> -check (v.) #law man root rule #rule <b>gage</b> #block line pin <b>gain</b> say sayer	<b>gastro</b> (c. f.) -omental <i>rest one word</i> <b>gate</b> house keeper leg (u. m.) legged (u. m.) man #money pin post tender ward way	<b>gate</b> house -run (u. m.) <b>ginger</b> #ale #beer bread -colored (u. m.) snap spice work	<b>goat</b> -bearded (u. m.) -drunk (u. m.) -eyed (u. m.) fish herd land #milk skin stone sucker (bird)	<b>golden</b> #age eye (bird) -fingered (u. m.) -headed (u. m.) #mean mouthed #rule wing (bird) <b>good</b> by #fellow -fellowship -for-nothing (u. m.) hearted -looker -looking (u. m.)



<b>good</b> —con. -natured (u. m.) #will (kindness) will (asset) <b>goose</b> beak (fish) bird bone -cackle #egg -eyed (u. m.) fish flesh -footed (u. m.) herd house mouth neck necked pimples pimply rump rumped skin step stepper wing winged <b>gospel</b> like -true (u. m.) <b>gourd</b> head worm <b>Government</b> (national) -in-exile -owned (u. m.) governmentwide (any government) <b>grab</b> -all (n., u. m.) hook rope <b>grade</b> #crossing finder line <b>grain</b> #alcohol -cut (u. m.) #elevator field -laden (u. m.) land man mark sick #weevil <b>gram</b> -fast (u. m.) -meter -molecular -negative (u. m.) -positive (u. m.) <b>grand</b> aunt child daughter father fatherly mother motherly nephew niece parent sire son stand uncle <b>granite</b> like ware <b>grant-in-aid</b> <b>grape</b> fruit juice -leaved (u. m.) seed	<b>graph</b> —con. shot skin stalk stone vine <b>graph</b> alloy #paper <b>grapho</b> (c. f.) <i>all one word</i> <b>grass</b> bird #blade -clad (u. m.) -covered (u. m.) cutter flat -green (u. m.) hop hopper land nut plot quit (bird) roots (nonliteral) widow widower widowhood <b>grave</b> bound clothes digger digging maker making side stead stone ward yard <b>gravel</b> -blind (u. m.) stone <b>gray</b> back (n., u. m.) beard (n.) -clad (u. m.) coat (n.) -eyed (u. m.) fish -haired (u. m.) head -headed (u. m.) #market #matter pate (bird) <b>grease</b> #gun #monkey #pit proof <b>great</b> -aunt coat coated -eared (u. m.) -grandchild -granddaughter -grandfather -grandmother -grandson head (duck) -headed (u. m.) heart hearted mouthed -nephew -niece -uncle <b>green</b> back (n., u. m.) backed belt (community) bone (fish) -clad (u. m.) -eyed (u. m.) finch fish	<b>green</b> —con. gage (plum) gill grocer grocery head (duck) headed hearted horn house keeper keeping -leaved (u. m.) #manure room sand (geology) sick stone (mineral) stuff sward tail (fish) town (community) ware wing (bird) #wood (literal) wood (forest) yard greyhound <b>grid</b> iron #leak line griddlecake <b>grill</b> room work grindstone <b>grip</b> man sack wheel gristmill <b>gross</b> #income -minded (u. m.) #ton #weight grotto work <b>ground</b> bird borne #floor #glass hog man mass nut plot #rent -sluice -sluicer speed #swell ward #water work <b>group</b> -connect (v.) #insurance <b>grown</b> up (n., u. m.) upness <b>grub</b> #hoe #prairie stake worm <b>guard</b> house line (printing) plate rail room #wire guardsman <b>guess</b> rope warp work	<b>guest</b> chamber house room rope <b>guide</b> board book craft line #meridian post #rail way #word guider-in <b>guinea</b> #fowl #hen #pig <b>gum</b> #arabic boil chewer digger drop field -gum lac maker making -saline (n.) shoe <b>gun</b> #barrel bearer boat builder cotton crew deck fight fighter fighting fire flint house (naval) lock maker making man #metal #mount paper pit play point powder power rack -rivet (v.) room runner running shop shot -shy (u. m.) sight smith stock wale <b>gut</b> less string guttapercha <b>gutter</b> blood -bred (u. m.) man snipe spout <b>gymno</b> (c. f.) <i>all one word</i> <b>gyneco</b> (c. f.) <i>all one word</i> <b>gyro</b> #horizon #mechanism	<b>gyro</b> —con. #pelorus <i>as combining form, one word</i>  H -bar -beam -piece H-hour <b>hack</b> barrow hammer log man saw <b>hag</b> born fish #moth ride (v.) ridden <b>hail</b> #fellow stone storm <b>hair</b> band bird breadth brush -check (n.) cloth cut (n.) do dresser dressing -fibred (u. m.) line lock pin #raiser #ribbon space (printing) splitter splitting spring stone streak stroke (printing) #trigger work worm <b>half</b> -and-half (n., u. m.) -afraid -alive -angry back (football) -backed (u. m.) -baked (u. m.) beak (fish) #binding blood (n.) blooded -bound (u. m.) -bred (u. m.) breed caste #cent -clear cock (v.) cocked (nonlit- eral) -dark #day deck -decked (u. m.) -decker -feed (v.) headed hearted #hour -hourly (u. m.) #load -loaded (u. m.) -mast #measure
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<b>half—con.</b>	<b>hand—con.</b>	<b>hard—con.</b>	<b>haul</b>	<b>head—con.</b>
#mile	hole	back (beetle)	about (n., u. m.)	plate
-miler	-in-hand (u. m.)	-baked (u. m.)	back (n.)	post
-monthly (u. m.)	kerchief	-bitten (u. m.)	haulageway	quarters
#moon	-knit (v.)	-boiled (u. m.)	have-not (n., u. m.)	rail
#nelson	-knitter	#cash	haversack	reach
-on (n., u. m.)	laid	#coal	<b>hawk</b>	rest
pace	-letter (v.)	fist (n.)	bill	ring
paced	#lever	fisted	-billed (u. m.)	room
#past	like	handed	-nosed (u. m.)	rope
penny	line	head	<b>hawse</b>	sail
pennyworth	liner	headed	hole	set
-ripe	made	hearted	#hook	setting (printing)
-shy	maid	-hit (u. m.)	man	shake
-sole (v.)	-me-down (n., u. m.)	#labor	piece	sill
#speed	mill	-looking (u. m.)	pipe	skin
stitch	mix (v.)	mouth (fish)	<b>hay</b>	spin
-strength (u. m.)	mold (v.)	mouthed	band	spring
title	off (n., u. m.)	pan	bird	stall
tone (printing)	out (n., u. m.)	-pressed (u. m.)	cap	stand
track	pick (v.)	#rubber	cart	start
-true	picked	#sauce	cock	stick
-truth	post	-set (u. m.)	#fever	stock
way	press	#shell (n.)	field	stone
-weekly (u. m.)	pressman	ship	fork	stream
wit	print	spun	grower	strong
-witted (u. m.)	rail	stand	lift	strongly
-yearly (u. m.)	railing	standing	loft	#tax
<b>hall</b>	reading	tack	maker	wall
boy	saw	tail (fish)	making	waiter
mark	scrape (v.)	#up	market	water
way	set	ware	mow	way
<b>ham</b>	shake	wareman	rack	wear
shackle	shaking	way (beach)	rake	wind
string	spade	#wheat	raker	work
<b>hammer</b>	spike	-won (u. m.)	rick	worker
bird	splice	wood	-scented (u. m.)	working
cloth	split	#work	seed	yard
dress (v.)	spring	wrought	stack	header-up
-hard (u. m.)	spun	<b>hare</b>	time	heal-all (n., u. m.)
-harden (v.)	-stamp (v.)	brain	wire	healthcraft
-hardened (u. m.)	stand	brained	<b>hazel</b>	hearing #aid
#hardening	stitch	foot	-eyed (u. m.)	<b>heart</b>
head	stone	footed	nut	ache
headed	stroke	hearted	he-man	aching
lock	stuff	hound	<b>head</b>	#attack
maker	-tailored (u. m.)	lip	ache	beat
man	tap	lipped	aching	bird
proof	tight	-mad (u. m.)	achy	block
smith	tool	<b>harness</b>	band	blood
stone	-tooled (u. m.)	maker	bander	bound
#thrower	-tooling (u. m.)	-making (u. m.)	block	break
toe	wear	#race	board	breaker
-weld (v.)	weave	harum-scarum	cap	breaking
work	wheel	harvest	chair	broken
-wrought (u. m.)	work	#lice	cheese	burn
<b>hand</b>	worked	man	chute	burning
bag	worker	time	cloth	deep
ball	working	has-been (n.)	dress	#disease
baller	woven	<b>hash</b>	-ender	felt
bank (v.)	write (v.)	house	fish	-free (u. m.)
barrow	writing	mark	foremost	grief
bill	written	<b>hat</b>	frame	heavy
book	wrought	band	gate	leaf
-bound (u. m.)	handie-talkie	box	gear	-leaved (u. m.)
bow	handlebar	brim	house	line
brake	<b>hang</b>	brush	hunt	nut
breadth	back (n.)	cleaner	hunter	quake
-built (u. m.)	bird	#hook	hunting	seed
car	dog	maker	lamp	sick
cart	fire	making	land	sickening
-carve (v.)	man	piece (cap)	ledge	sickness
clap	nail	pin	lighting	sore
#clapping	nest (bird)	rack	line	string
clasp	net	rall	liner	struck
-clean (v.)	out (n., u. m.)	shop	lock	throb
craft	over (n., u. m.)	stand	long	-throbbing (u. m.)
crank	worm	store	master	-weary (u. m.)
cuff	<b>hanger</b>	#tree	mistress	wood
cuffed	-back	<b>hatch</b>	mold	<b>hearth</b>
#drill	-on	man	most	man
#fishing	-up	way	note	rug
fold	happy-go-lucky	work	-on (u. m.)	stone
grasp	<b>harbor</b>	<b>hatchet</b>	phone	warming
#grenade	master	#face	piece	<b>heat</b>
grip	side	-faced (u. m.)		drops
gun	<b>hard</b>	fish		maker
-high (u. m.)	-and-fast (u. m.)	man		making
hold		#stake		proof

<b>heat</b> —con. #pump #rash -resistant (u. m.) stroke -treat (v.) -treating (u. m.) #treatment #wave heathland <b>heaven</b> -inspired (u. m.) -sent (u. m.) ward wide <b>heaver</b> -off -out -over <b>heavy</b> back -duty (u. m.) -eyed (u. m.) -footed (u. m.) handed headed hearted #hydrogen -looking (u. m.) -set (u. m.) #water weight (n., u. m.) <b>hecto</b> (c. f.) <i>all one word</i> <b>hedge</b> born bound breaker hog hop hopper maker making pig row #trimmer <b>heel</b> ball band block cap fast grip #lift maker making pad path piece plate post print ring stay strap tap <b>helio</b> (c. f.) <i>all one word</i> <b>hell</b> bender bent born bound box (printing) bred cat -dark (u. m.) diver dog fire hole hound -red (u. m.) ship <b>help</b> mate meet heiter-skelter	<b>hem</b> stitch stitching <b>hema</b> (c. f.) <i>all one word</i> <b>hemato</b> (c. f.) <i>all one word</i> <b>hemi</b> (pref.) <i>all one word</i> <b>hemo</b> (c. f.) <i>all one word</i> <b>hemp</b> seed string <b>hen</b> bill coop -feathered (u. m.) fish hearted house pecked pecking roost wife woodite yard <b>hence</b> forth forward <b>hepato</b> (c. f.) <i>all one word</i> <b>hepta</b> (c. f.) <i>all one word</i> <b>here</b> about after at by from in inabove inafter inbefore into of on to tofore under unto upon with heroicomic herringbone <b>hetero</b> (c. f.) -ousia, etc. <i>rest one word</i> <b>hexa</b> (c. f.) <i>all one word</i> <b>hi</b> jacked jacker jacking <b>hide</b> -and-see (n., u. m.) away (n., u. m.) bound out (n., u. m.) <b>high</b> ball binder born boy bred brow (nonliteral) -caliber (u. m.) -class (u. m.) #climber flier (n.) flying (u. m.) -foreheaded (u. m.) #frequency handed -hat (v.) headed hearted #intensity jinks	<b>high</b> —con. land (n., u. m.) lander #light (literal) light (nonliteral) -minded (u. m.) #pass #potential -power (u. m.) -pressure (u. m., v.) -priced (u. m.) #proof -reaching (u. m.) -rigger (n.) road #school #seas stepper stepping -tension (u. m.) #tide -up (u. m.) #water way wayman higher #up <b>hill</b> billy bird #country culture (farming) man sale salesman side top <b>hind</b> brain cast foremost gut (n.) head most quarter saddle #shank sight wing <b>hip</b> bone mold shot <b>hippo</b> (c. f.) <i>all one word</i> <b>histo</b> (c. f.) <i>all one word</i> <b>hit</b> -and-miss (u. m.) -and-run (u. m.) -or-miss (u. m.) <b>hitch</b> hiker hiking hoarfrost <b>hoary</b> -haired (u. m.) headed <b>hob</b> goblin nail nailed naller nob nobbed nobbing hobbyhorse hockshop hocus-pocus <b>hod</b> #carrier man hodgepodge <b>hog</b> back -backed (u. m.) #cholera -faced (u. m.) fat fish	<b>hog</b> —con. frame hide nose (machine) -nosed (u. m.) pen skin sty -tie (v.) tight wash -wild (u. m.) yard hog's-back (geol.) hogshead <b>hoist</b> away (n.) man way <b>hold</b> all (n., u. m.) back (n., u. m.) -clear (n., u. m.) down (n., u. m.) fast (n., u. m.) off (n., u. m.) out (n., u. m.) over (n., u. m.) up (n., u. m.) upman <b>holder</b> -forth -on -up <b>hole</b> -high (u. m.) man through <b>hollow</b> back (bookbind- ing) -backed (u. m.) -eyed (u. m.) faced -ground (u. m.) hearted ware <b>holo</b> (c. f.) <i>all one word</i> <b>holy</b> #day stone tide #year <b>home</b> -baked (u. m.) body born bound bred brew comer coming craft -fed (u. m.) felt front -freeze (u. m., v.) -freezer freezing furnishing(s) (n.) goer going growing grown keeper keeping land lander life like made maker making owner owning plate room seeker	<b>home</b> —con. sick sickness site spun stead steeper stretch town ward work worker woven <b>homeo</b> (c. f.) <i>all one word</i> <b>homo</b> #legalis #sapiens <b>homo</b> (c. f.) -ousia, etc. <i>rest one word</i> <b>honey</b> bee -colored (u. m.) comb combed combing dew dewed drop eater fogle hearted -laden (u. m.) lipped maker making moon mooner moonlight moonstruck mouthed pot sucker sweet <b>honor</b> bound #man #roll worthy <b>hood</b> cap mold wink winked winking <b>hoof</b> beat bound mark print -printed (u. m.) <b>hook</b> ladder maker making man nose -nosed (u. m.) pin smith up (n., u. m.) worm <b>hooker</b> -off -on -out -over -up <b>hoop</b> maker making stick <b>hop</b> about (n., u. m.) off (n., u. m.) scotch toad yard
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hope #chest hopper burn #car dozer man horehound hormono (c. f.) all one word horn bill blende blower book -eyed (u. m.) fly pipe stay stone tail tip work worm horny handed head (fish) horse back breaker car cloth craft dealer fair fight fish flesh fly hair haired head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint #opera play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman hot bed blood -blooded (u. m.) box brain brained #bread cake -cold dog foot head (n.)	hot—con. headed hearted house #iron -mix (u. m.) pack plate -press (v.) rod (nonliteral) -roll (v.) -rolled (u. m.) spot #war -work (v.) hotel keeper man #manager hound #dog fish man shark hour glass #hand #wheel house boat bound boy break breaker breaking broken builder building cleaner -cleaning (u. m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother #organ owner pest -raising (u. m.) ridden room smith top wares warming wear wife work wright how -do-you-do (n.) ever soever hub cap -deep (u. m.) maker making human kind like	humble bee hearted -looking (u. m.) mouthed #pie -spirited (u. m.) humero (c. f.) -olecranal rest one word hump back backed -shouldered (u. m.) humpty-dumpty hunch back backed hundred fold -legged (u. m.) -percent -pounder weight hung #jury -up (u. m.) hunger -mad (u. m.) #strike -worn (u. m.) hunts man woman husbandman hush -hush #money hydro (c. f.) all one word hygro (c. f.) all one word hyper (pref.) -Dorian, etc. rest one word hypo (pref.) all one word hystero (c. f.) -oophorectomy -salpingo-oopho- rectomy rest one word I -bar -beam -iron -rall ice berg bird blind #blindness blink boat bone bound box breaker breaking cap capped -clad (u. m.) -cold (u. m.) -cooled (u. m.) -covered (u. m.) craft #cream fall field fish #fishing -free (u. m.) house land	ice—con. line maker making man pack plant plow quake #shelf #storm #water work ichthyo (c. f.) all one word ideo (c. f.) -unit rest one word idle headed -looking (u. m.) -minded (u. m.) #wheel ileo (c. f.) all one word ilio (c. f.) all one word ill -being (n.) #blood -born (u. m.) -bred (u. m.) #breeding (n.) -doing (n., u. m.) #fame -fated (u. m.) #health -humored (u. m.) -looking (u. m.) -treat (v.) #usage -use (v.) #will -wisher -wishing (u. m.) in -and-in (u. m.) -and-out (u. m.) -and-outer -law (n.) #re, #rem, #situ, etc. (Latin) in (pref.) all one word inch -deep (u. m.) -long (u. m.) meal -pound -ton worm index-digest india #ink #paper #rubber indigo -blue (u. m.) -carmine (u. m.) Indo (c. f.) china <sup>1</sup> -European, etc. industrywide infra (pref.) -anal -auricular -axillary -esophageal -umbilical rest one word ingot #iron maker man inguino (c. f.) all one word	ink -black (u. m.) fish holder maker making mill mixer pot slinger spot -spotted (u. m.) stain stand stone well writer inn keeper yard inner #man ino (c. f.) all one word insect-borne (u. m.) instrumentman inter (pref.) -American, etc. rest one word intra (pref.) -atomic, etc. rest one word intro (pref.) all one word Irish -American -born (u. m.) man woman iron #age back bound -braced (u. m.) #casing clad fisted -free (u. m.) handed hard headed hearted like -lined (u. m.) #lung maker making man master mold monger #ration -red (u. m.) shod shot (mineral) (u. m.) #shot (golf) side sided smith stone ware work worked worker working works ironer-up island -born (u. m.) -dotted (u. m.) man wide iso (c. f.) -octane -oleic -osmosis rest one word
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<sup>1</sup> Decision of U. S. Board on Geographic Names.



<b>ivory</b> board bound -tinted (u. m.) #tower type (photog.) -white (u. m.)	<b>jewel</b> -bright (u. m.) house -studded (u. m.) jew's-harp <b>jib</b> head headed header man -o-jib stay <b>jig</b> -a-jig back -drill (v.) man saw sawed sawing <b>job</b> holder #lot man #press #printer #shop #ticket #type work <b>joggle</b> #piece work <b>joint</b> #owner -stock (u. m.) worm <b>joke</b> book smith joulemeter <b>journey</b> man work <b>joy</b> hop killer ride stick <b>juke</b> box #joint <b>jump</b> master off (n., u. m.) rock <b>jungle</b> -clad (u. m.) -covered (u. m.) #fever side <b>junk</b> board #dealer man yard <b>jury</b> #box #fixer -fixing (u. m.) man -rigged (u. m.) woman <b>juxta</b> (c. f.) -ampullar -articular <i>rest one word</i> <b>K</b> -ration -term <b>keel</b> block boat boatman fat haul hauled	<b>keel—con.</b> hauling -laying (u. m.) #line man <b>keep</b> sake worthy <b>kelp</b> fish ware <b>kerato</b> (c. f.) <i>all one word</i> <b>kettle</b> drum drummer stitch <b>key</b> board holder hole lock man note noter ring seat seater smith #station stone stop way word <b>kick</b> about (n., u. m.) back (n., u. m.) -in (n., u. m.) off (n., u. m.) out (n., u. m.) up (n., u. m.) <b>kid</b> #point skin <b>kill</b> deer (bird) devil joy time (n., u. m.) <b>kiln</b> -dry (v.) eye hole man rib stick tree <b>kilo</b> (pref.) gram-meter volt-ampere watt-hour <i>rest one word</i> <b>kind</b> heart hearted <b>king</b> bird bolt #cobra #crab craft fish fisher head hood hunter like maker making piece pin #post <b>kins</b> folk man people woman kiss-off (n., u. m.)	<b>kitchen</b> #cabinet #garden maid man #servant ware wife work <b>kite</b> flier flying kittenhearted <b>Klans</b> man woman <b>knap</b> sack sacked sacking <b>knee</b> -braced (u. m.) brush cap -deep (u. m.) #halter -high (u. m.) hole #jerk #joint pad pan piece stone strap <b>knick</b> knack point <b>knife</b> board #edge #grinder like man smith #switch way <b>knight</b> -errant head hood <b>knit</b> back #goods wear work <b>knob</b> kerrie #lock stick stone <b>knock</b> about (n., u. m.) away (n., u. m.) down (n., u. m.) -knee (n.) -knead (u. m.) off (n., u. m.) -on (n., u. m.) out (n., u. m.) stone up (n., u. m.) <b>knocker</b> -off -up <b>knot</b> hole horn work <b>know</b> -all (n., u. m.) -how (n., u. m.) -it-all (n., u. m.) -little (n., u. m.) -nothing (n., u. m.) <b>knuckle</b> bone -deep (u. m.) #duster	<b>knuckle—con.</b> #joint -knead (u. m.) Ku #Klux #Klan  <b>L</b> -bar -beam -block -square <b>labio</b> (c. f.) <i>all one word</i> <b>labor</b> saving #union <b>lace</b> bug -edged (u. m.) #edging maker making man #paper piece wing (insect) -winged (u. m.) woman work worked worker <b>lack</b> -all (n., u. m.) beard brain land -Latin -learning (u. m.) love luster sense wit <b>ladder</b> -backed (u. m.) #stitch way <b>lady</b> beetle bird bug finger fish fly killer killing like ship <b>lake</b> bed #dwelling front land lander #perch shore side #trout <b>lamb</b> like skin lameduck (nonliter- al) (n., u. m.) <b>lamp</b> black -blown (u. m.) fly -foot holder hole -hour #house light lighted lighter lit maker making man post
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<b>lamp</b> —con. stand wick <b>lance</b> #corporal man -oblong (u. m.) <b>land</b> #base -based (u. m.) #bird blink born fall fast flood form girl grabber grabbing -grant (u. m.) holder holding #horse lady line locked look looker lord lubber man mark #measure #mine #office owner ownership owning plane -poor (u. m.) power right scape sick side slide slip #snail spout storm #tax #taxer ward wash wire wrack yard <b>lantern</b> -jawed (u. m.) man #slide #wheel <b>lap</b> board #joint -lap robe #siding streak streaked streaker weld (v.) -welded (u. m.) -welding (u. m.) wing (bird) work <b>large</b> brained -eyed -handed (u. m.) hearted #intestine -minded (u. m.) mouthed -scale (u. m.) <b>lark</b> -colored (u. m.) spur	<b>laryngo</b> (c. f.) <i>all one word</i> <b>last</b> -born (u. m.) -cited (u. m.) -ditcher -named (u. m.) <b>latch</b> bolt key man string <b>late</b> -born (u. m.) corner coming -lamented (u. m.) -maturing (u. m.) <b>latero</b> (c. f.) <i>all one word</i> <b>lath</b> -backed (u. m.) maker work <b>lathe</b> -bore (v.) man <b>latter</b> -day (u. m.) most <b>lattice</b> #stitch work <b>laughing</b> #gas stock <b>laundry</b> maid man owner #room #soap woman <b>law</b> -abiding (u. m.) book breaker breaking #court craft -fettered (u. m.) giver giving maker making #office proof suit suiting <b>lay</b> away (n., u. m.) back (n., u. m.) boy -by (n.) down (n., u. m.) man -minded (u. m.) off (n., u. m.) on (n., u. m.) out (n., u. m.) over (n., u. m.) -up (n., u. m.) woman <b>layer</b> -on -out -over -up <b>lazy</b> bird bones boots #guy #jack legs #tongs <b>lead</b> -burn (v.) -filled (u. m.)	<b>lead</b> —con. -gray (u. m.) -in (n., u. m.) line #line (med., naut. only) man off (n., u. m.) out (n., u. m.) #pencil way work <b>leaden</b> -eyed (u. m.) hearted pated -souled (u. m.) <b>leader</b> #line work <b>leaf</b> boy bud bug -clad (u. m.) -eating (u. m.) girl hopper #mold -red (u. m.) -shaped (u. m.) stalk work <b>lean</b> -faced (u. m.) -looking (u. m.) -to (n., u. m.) <b>leap</b> frog frogger frogging #year <b>lease</b> back (n., u. m.) hold holder holding <b>leather</b> back -backed (u. m.) board -bound (u. m.) -brown (u. m.) -covered (u. m.) craft fish head headed maker making neck side ware wing work worker working leavetaking <b>lee</b> #anchor board -bow (v.) fang #shore #tide ward way #wheel <b>leech</b> eater #rope <b>left</b> -bank (v.) #hand -handed (u. m.) -hander most over (n., u. m.) -sided (u. m.)	<b>left</b> —con. ward wing (political) winger (political) wingism (politi- cal) <b>leg</b> band banding piece puller pulling rope (v.) work lend-lease (all mean- ings) <b>length</b> ways wise <b>lepto</b> (c. f.) <i>all one word</i> <b>let</b> down (n., u. m.) off (n., u. m.) up (n., u. m.) <b>letter</b> bound box #carrier drop gram head #paper -perfect (u. m.) press space spaced spacing writer writing <b>level</b> headed #line <b>liberal</b> #arts -minded (u. m.) <b>lieutenant</b> #colonel -coloneley #governor -governorship <b>life</b> belt blood boat boatman #buoy drop #everlasting giver giving guard hold holder jacket like line long #mask #net #preserver raft #rate ring saver saving -size (u. m.) -sized (u. m.) spring tide time timer -weary (u. m.) work <b>light</b> -armed (u. m.) borne brained	<b>light</b> —con. #buoy -clad (u. m.) -colored (u. m.) #cruiser -drab (u. m.) -draft (u. m.) face (printing) faced -footed (u. m.) handed headed hearted house house #keeping (nautical) #housekeeping (domestic) houseman keeper man mouthed proof -producing (u. m.) room (navigation) ship -struck (u. m.) weight (n., u. m.) wood -year <b>lighter</b> man -than-air (u. m.) <b>like</b> -looking (u. m.) -minded (u. m.) wise <b>lily</b> handed -shaped (u. m.) -white (u. m.) <b>lime</b> house juice juicer kiln light lighter pit quat stone wash water <b>linch</b> bolt pin pinned <b>line</b> -bred (u. m.) -breed (v.) casting cut (printing) #engraving finder man up (n., u. m.) walker work <b>link</b> #motion work <b>lion</b> -bold (u. m.) -headed (u. m.) heart hearted like -maned (u. m.) proof <b>lip</b> read reader reading service stick work listener-in littermate
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<b>litho</b> (c. f.) -offset <i>rest one word</i>	<b>long</b> -con. bow cloth -distance (u. m.) -drawn (u. m.) felt fin (fish) hair (n.) -haired (u. m.) hand (nonliteral) -handed (u. m.) -handled (u. m.) head (n.) headed horn (cattle) -horned (u. m.) jaw (fish) #jump leaf -leaved (u. m.) -legged (u. m.) legs (n.) -lived (u. m.) #measure mouthed neck (duck) -necked (u. m.) nose (n.) -nosed (u. m.) -past (u. m.) shoreman spun spur (bird) standing (u. m.) stitch tail time (u. m.) #ton ways wise wool (sheep) work	<b>low</b> -con. -downer #frequency land (n., u. m.) -lived (u. m.) -lying (u. m.) -power (u. m.) -pressure (u. m.) #tide #water #wattage <b>lower</b> case (printing) cased (printing) #class classman #deck #grade most #world <b>lug</b> bolt mark #rig sail worm lukewarm <b>lumber</b> jack man #room yard <b>lumbo</b> (c. f.) -ovarian <i>rest one word</i> lumen-hour <b>lump</b> fish sucker lunchroom <b>lung</b> #fever fish -grown (u. m.) motor worm lying-in (n., u. m.) lyre bird man tail -tailed (u. m.)	<b>maid</b> #of #honor servant <b>maiden</b> hair head hood #name <b>mail</b> bag box clad guard man -order (u. m.) plane pouch <b>main</b> #brace land lander mast pin sail sheet spring stay stream (nonlit- eral) top topman topmast #yard <b>maize</b> bird -eater (bird) <b>major</b> -domo #general #key #league -leaguer -minor #offense <b>make</b> -believe (n., u. m.) fast (n.) ready (printing) shift up (n., u. m.) weight <b>maker</b> -off -up making #up mal (c. f.) <i>all one word</i> <b>man</b> back bird -child -created (u. m.) -day eater eating -fashion (u. m.) -grown (u. m.) handle handled hater -high (u. m.) hole hood -hour keeper (bird) killer killing kind like made -minute -of-war (ship) power rope servant -size (u. m.) slaughter slayer slaying	<b>man</b> -con. stealer stealing stopper stopping trap ward way wise -woman -year manic-depressive <b>mantel</b> piece shelf tree <b>many</b> -colored (u. m.) -folded (u. m.) plies -sided (u. m.) <b>map</b> land maker making reader reading tack wise <b>marble</b> head hearted -looking (u. m.) -topped (u. m.) -white (u. m.) <b>mare's</b> -nest -tail <b>mark</b> down (n., u. m.) off (n., u. m.) shot up (n., u. m.) <b>marker</b> -down -off -up <b>marks</b> man manship woman marrowbone <b>marsh</b> buck field land mallow (confec- tion) #mallow (plant) man masonwork <b>mass</b> -minded (u. m.) -produce (v.) #production <b>mast</b> -brown (u. m.) head man <b>master</b> #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke #touch work #workman <b>mat</b> board -covered (u. m.) maker making
<b>live</b> #load long #matter #steam #weight #wire wire (nonliteral)	<b>live</b> -brown (u. m.) -colored (u. m.) hearted wurst living #room <b>load</b> #displacement line <b>loan</b> monger #office word <b>lob</b> fig lolly tail worm <b>lobster</b> #pot proof -tailed (u. m.) <b>lock</b> box fast hole jaw maker making man nut out (n., u. m.) pin #pouch smith step stitch up (n., u. m.) washer work <b>locker</b> man #room <b>lode</b> star stone stuff lodginghouse <b>log</b> book cock (bird) jam line man roll rolled roller rolling wood work <b>logger</b> head headed <b>logo</b> (c. f.) <i>all one word</i> <b>long</b> #ago -awaited (u. m.) beard (n.) -bearded (u. m.) bill (bird) -billed (u. m.) boat borne	<b>look</b> down (n., u. m.) -in (n., u. m.) out (n., u. m.) over (n., u. m.) through (n., u. m.) looker-on <b>loop</b> hole #knot stitch work <b>loose</b> leaf (u. m.) mouthed -tongued (u. m.) <b>lop</b> -eared (u. m.) sided <b>loud</b> mouthed speaker (radio) -voiced (u. m.) <b>love</b> bird born -inspired (u. m.) #knot lorn maker making mate proof seat sick sickness worthy <b>low</b> born boy bred brow (nonliteral) browed (nonlit- eral) -built (u. m.) #caste down (n., u. m.)	<b>M-day</b> <b>mace</b> bearer #oil <b>machine</b> -finished (u. m.) gun -hour -made (u. m.) man #shop #stitch #tool #work <b>macro</b> (c. f.) <i>all one word</i> <b>mad</b> brain brained cap house man stone woman <b>made</b> -over (u. m.) -up (u. m.) <b>magnetite</b> -basalt -olivinite -spinellite <b>magneto</b> (c. f.) -optics <i>rest one word</i> mahjong	<b>man</b> -con. stealer stealing stopper stopping trap ward way wise -woman -year manic-depressive <b>mantel</b> piece shelf tree <b>many</b> -colored (u. m.) -folded (u. m.) plies -sided (u. m.) <b>map</b> land maker making reader reading tack wise <b>marble</b> head hearted -looking (u. m.) -topped (u. m.) -white (u. m.) <b>mare's</b> -nest -tail <b>mark</b> down (n., u. m.) off (n., u. m.) shot up (n., u. m.) <b>marker</b> -down -off -up <b>marks</b> man manship woman marrowbone <b>marsh</b> buck field land mallow (confec- tion) #mallow (plant) man masonwork <b>mass</b> -minded (u. m.) -produce (v.) #production <b>mast</b> -brown (u. m.) head man <b>master</b> #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke #touch work #workman <b>mat</b> board -covered (u. m.) maker making



<b>match</b> board book box #joint -lined (u. m.) maker making mark safe stick wood	<b>meningo</b> (c. f.) <i>all one word</i> <b>merchant</b> like man #ship (vessel) <b>merry</b> -go-round maker making man meeting -minded (u. m.) wing (duck)	<b>mild</b> -cured (u. m.) hearted heartedness -spoken (u. m.) <b>mile</b> -long (u. m.) -ohm post -pound stone -ton way -wide (u. m.) militiaman <b>milk</b> #adder -fed (u. m.) #fever fish head house maid man #route #run shake shed shop sick sickness sop stone -white (u. m.) <b>mill</b> board cake course dam feed hand -headed (u. m.) #hole house man owner pond post race ring #run site stock stone stream tail #tax ward #waste #wheel work worker wright <b>milli</b> (c. f.) gram-hour <i>rest one word</i> <b>mince</b> meat #pie <b>mind</b> #cure #healer -healing (u. m.) reader reading sight <b>mine</b> field layer owner #run ship sweeper sweeping swept (u. m.) thrower work worker works	<b>minor</b> #key #league -leaguer <b>minute</b> #book #hand man #mark #steak <b>mirror</b> -faced (u. m.) scope mirthmaking <b>mis</b> (pref.) <i>all one word</i> <b>mischief</b> maker making <b>mist</b> bow -clad (u. m.) -covered (u. m.) fall <b>miter</b> #box -lock (v.) <b>mix</b> blood up (n.) mixing #room mizzen mast mastman topman <b>mock</b> bird -heroic (u. m.) #turtle up (n., u. m.) mock-up <b>mocking</b> bird stock -up (u. m.) <b>model</b> maker making #school <b>mold</b> board made (u. m.) <b>mole</b> catcher catching -eyed (u. m.) head heap hill skin <b>money</b> bag box changer changing getter getting grubber grubbing lender lending -mad (u. m.) maker making monger mongering #order saver saving <b>monk</b> bird craft fish <b>monkey</b> -faced (u. m.) #jacket like nut pod	<b>monkey—con.</b> pot shine tail #wrench <b>mono</b> (c. f.) -ideistic -iodo -iodohydrin -ion -ousian <i>rest one word</i> monthlong (u. m.) <b>moon</b> beam bill blind #blindness blink born -bright (u. m.) calf down (n.) eye eyed face faced fish gazing glow head light lighter lit -mad (u. m.) man #month path rise sail set shade shine shiner shining sick stone stricken struck tide walker walking -white (u. m.) <b>moor</b> ball bird fowl #hen tetter (bird) <b>moose</b> bird call fly <b>mop</b> board head headed stick up (n., u. m.) mopper-up mopping-up (u. m.) moreover <b>morning</b> #sickness #star tide #watch <b>mortar</b> board ware <b>mortgage</b> #bond #deed holder <b>mosquito</b> #boat #fleet -free (u. m.) #net
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**may**  
#Day  
pole  
tide  
time  
**may**  
be (adv.)  
beetle  
bird  
bug  
day (radio)  
fish  
fly  
fowl  
hap  
**meadow**  
land  
lark  
**meal**  
man  
time  
worm  
**mealy**  
bug  
mouth  
mouthed  
wing (insect)  
**mean**  
-acting (u. m.)  
#error  
-spirited (u. m.)  
time (meanwhile)  
#time (astronomi-  
cal)  
tone (u. m.)  
while  
**meat**  
bird  
cutter  
-eater  
-fed (u. m.)  
fly  
hook  
-hungry (u. m.)  
man  
packer  
packing  
works  
**mechanico** (c. f.)  
*all one word*  
**medico** (c. f.)  
*all one word*  
**medio** (c. f.)  
*all one word*  
**medium**  
-brown (u. m.)  
#frequency  
weight (n., u. m.)  
**meek**  
-eyed (u. m.)  
hearted  
-spirited (u. m.)  
meetinghouse  
**megalo** (c. f.)  
*all one word*  
**melon**  
fly  
grower  
-laden (u. m.)  
like  
monger  
-shaped (u. m.)  
worm  
melt #water  
**men**  
folk  
kind

**mesh**  
bag  
#knot  
work  
**meso** (c. f.)  
*all one word*  
**mess**  
hall  
kit  
man  
mate  
room  
tin  
-up (n., u. m.)  
**meta** (pref.)  
*all one word*  
**metal**  
ammonium  
bound  
-clad (u. m.)  
-coated (u. m.)  
craft  
-lined (u. m.)  
ware  
work  
worker  
working  
works  
**meter**  
-amperes  
#angle  
gram  
-kilogram  
-kilogram-second  
man  
-millimeter  
**metro** (c. f.)  
*all one word*  
**mezzo**  
graph  
relievo  
soprano  
tint  
tinter  
**micro** (c. f.)  
-organism  
*rest one word*  
**mid** (c. f.)  
-American, etc.  
-April  
-dish  
-ice  
-Pacific, etc.  
-Victorian, etc.  
*rest one word*  
**middle**  
#age  
-aged (u. m.)  
breaker  
brow (nonliteral)  
-burst (v.)  
#ear  
#ground  
man  
most  
-sized (u. m.)  
splitter  
way  
weight  
woman  
**mighty**  
-handed (u. m.)  
hearted  
mil-foot

**mill**  
board  
cake  
course  
dam  
feed  
hand  
-headed (u. m.)  
#hole  
house  
man  
owner  
pond  
post  
race  
ring  
#run  
site  
stock  
stone  
stream  
tail  
#tax  
ward  
#waste  
#wheel  
work  
worker  
wright  
**milli** (c. f.)  
gram-hour  
*rest one word*  
**mince**  
meat  
#pie  
**mind**  
#cure  
#healer  
-healing (u. m.)  
reader  
reading  
sight  
**mine**  
field  
layer  
owner  
#run  
ship  
sweeper  
sweeping  
swept (u. m.)  
thrower  
work  
worker  
works

**minor**  
#key  
#league  
-leaguer  
**minute**  
#book  
#hand  
man  
#mark  
#steak  
**mirror**  
-faced (u. m.)  
scope  
mirthmaking  
**mis** (pref.)  
*all one word*  
**mischief**  
maker  
making  
**mist**  
bow  
-clad (u. m.)  
-covered (u. m.)  
fall  
**miter**  
#box  
-lock (v.)  
**mix**  
blood  
up (n.)  
mixing #room  
mizzen  
mast  
mastman  
topman  
**mock**  
bird  
-heroic (u. m.)  
#turtle  
up (n., u. m.)  
mock-up  
**mocking**  
bird  
stock  
-up (u. m.)  
**model**  
maker  
making  
#school  
**mold**  
board  
made (u. m.)  
**mole**  
catcher  
catching  
-eyed (u. m.)  
head  
heap  
hill  
skin  
**money**  
bag  
box  
changer  
changing  
getter  
getting  
grubber  
grubbing  
lender  
lending  
-mad (u. m.)  
maker  
making  
monger  
mongering  
#order  
saver  
saving  
**monk**  
bird  
craft  
fish  
**monkey**  
-faced (u. m.)  
#jacket  
like  
nut  
pod

**monkey—con.**  
pot  
shine  
tail  
#wrench  
**mono** (c. f.)  
-ideistic  
-iodo  
-iodohydrin  
-ion  
-ousian  
*rest one word*  
monthlong (u. m.)  
**moon**  
beam  
bill  
blind  
#blindness  
blink  
born  
-bright (u. m.)  
calf  
down (n.)  
eye  
eyed  
face  
faced  
fish  
gazing  
glow  
head  
light  
lighter  
lit  
-mad (u. m.)  
man  
#month  
path  
rise  
sail  
set  
shade  
shine  
shiner  
shining  
sick  
stone  
stricken  
struck  
tide  
walker  
walking  
-white (u. m.)  
**moor**  
ball  
bird  
fowl  
#hen  
tetter (bird)  
**moose**  
bird  
call  
fly  
**mop**  
board  
head  
headed  
stick  
up (n., u. m.)  
mopper-up  
mopping-up (u. m.)  
moreover  
**morning**  
#sickness  
#star  
tide  
#watch  
**mortar**  
board  
ware  
**mortgage**  
#bond  
#deed  
holder  
**mosquito**  
#boat  
#fleet  
-free (u. m.)  
#net

<b>moss</b> back backed bound bunker (fish) -clad (u. m.) -green (u. m.) -grown (u. m.) head -lined (u. m.) most-favored-nation (u. m.)	<b>mucco</b> (c. f.) <i>all one word</i> <b>mud</b> bank bath boat cap #color -colored (u. m.) fish flow guard head hole house land lark sill skipper (fish) slinger slinging -splashed (u. m.) stain stone sucker track #turtle <b>muddle</b> head headed <b>muddy</b> brained breast (bird) headed <b>mule</b> back #deer man skinner <b>multi</b> (c. f.) <i>all one word</i> <b>muscle</b> bound maker making <b>music</b> -mad (u. m.) maker making room <b>musico</b> (c. f.) <i>all one word</i> <b>musk</b> #deer #hog melon #ox rat <b>mutton</b> bird #chop (meat) chop (shape) fish fist head headed #quad (printing) <b>myria</b> (c. f.) <i>all one word</i> <b>mytho</b> (c. f.) <i>all one word</i> <b>myxo</b> (c. f.) <i>all one word</i>	<b>nail—con.</b> sick smith -studded (u. m.) <b>name</b> board #day plate sake naptime <b>narco</b> (c. f.) <i>all one word</i> <b>narrow</b> #gag headed hearted heartedness -mouthed (u. m.) minded <b>naso</b> (c. f.) -occipital -orbital <i>rest one word</i> nationwide native-born (u. m.) <b>nature</b> craft #print <b>navy</b> -blue (u. m.) man woman #yard <b>near</b> -acquainted (u. m.) -bordering (u. m.) by #miss sight sighted neat's-foot (u. m.) <b>neck</b> band -breaking (u. m.) cloth -deep (u. m.) fast -high (u. m.) hole lace laced line mold piece tie wear <b>necro</b> (c. f.) <i>all one word</i> <b>needle</b> bill book case fish -made (u. m.) maker making man point pointed proof -shaped (u. m.) -sharp (u. m.) stone #trade woman work worked worker ne'er-do-well <b>neo</b> (c. f.) -Greek, Syriac, etc. <i>rest one word</i> <b>nephro</b> (c. f.) <i>all one word</i> <b>nerve</b> ache #block #cell -celled (u. m.)	<b>nerve—con.</b> #center -racked (u. m.) <b>net</b> ball braider #earnings fish maker making man -veined (u. m.) work #worth <b>nettle</b> bird fire foot #rash some <b>neuro</b> (c. f.) <i>all one word</i> <b>never</b> -ending (u. m.) more theless <b>new</b> #apparel #array born corner -created (u. m.) fangled -fashioned (u. m.) -front (v.) #look -made (u. m.) market (coat) -mown (u. m.) -rich (u. m.) newlywed <b>news</b> boat boy case cast caster casting dealer #editor -greedy (u. m.) letter making man paper paperboy paperman paperwoman paper #work paper #worker print reader reel room sheet stand teller worthy writer writing <b>nick</b> -eared (u. m.) name <b>nickel</b> plate (v.) -plated (u. m.) -plating (u. m.) type <b>night</b> -black (u. m.) #blindness cap capped -clad (u. m.) clothes club dress #editor	<b>night—con.</b> fall fish flit (bird) fly (insect) -fly (aviation) (v.) -flying (u. m.) fowl gown -grown (u. m.) hawk #letter long (u. m.) man mare #school shade #shift shirt side tide time -veiled (u. m.) walker walking ward #watch #watchman wear work worker <b>nimble</b> brained -fingered (u. m.) nimbostratus <b>nine</b> fold holes -killer (bird) -lived (u. m.) penny (nail) pin score <b>nitro</b> (c. f.) -hydro-carbon <i>rest one word</i> <b>no</b> -account (n., u. m.) body -good (n., u. m.) how -par (u. m.) -par-value (u. m.) -show (n., u. m.) -thoroughfare (n.) way (adv.) where whit wise <b>noble</b> -born (u. m.) -featured (u. m.) hearted heartedly heartedness -looking (u. m.) man -minded (u. m.) woman <b>noise</b> maker making <b>no!</b> -pros (v.) -prossed (u. m.) -prossing (u. m.) <b>non</b> -civil-service (u. m.) -coal-bearing (u. m.) -European, etc. -pros (v.) -prossed (u. m.) -prossing (u. m.) #sequitur, etc. <i>as prefix, one word</i> <b>none</b> such theless
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<b>noon</b> day light tide time	<b>oak</b> -beamed (u. m.) #blight #canker -clad (u. m.) -green (u. m.) #leaf -leaved (u. m.) wood (color)	<b>off—con.</b> shoot shore side -sorts (n.) spring stage take -the-record (u. m.) type ward -wheel (n.) -wheeler (n.) -white (u. m.) #year	<b>olive—con.</b> -skinned (u. m.) wood #wood (color) omni (c. f.) -ignorant rest one word	<b>orchard</b> #house land man orderly #room
<b>north</b> borne bound east eastern #end going land light most -northeast #shore #side -sider ward	<b>oar</b> fish -footed (u. m.) lock	<b>office</b> #boy holder seeker -seeking (u. m.) worker ofttimes	<b>on</b> -and-off (n., u. m.) -go (n.) as noun and adjective, one word	<b>organ</b> bird #grinder maker #pipe organo (c. f.) all one word
<b>nose</b> bag bleed bone dive gay guard -high (u. m.) hole -led (u. m.) piece pipe ring -thumbing (u. m.) -up (u. m.) wheel	<b>oars</b> man woman	<b>oil</b> bird #burner cake can cloth coat cup -driven (u. m.) -fed (u. m.) field fish -forming (u. m.) -harden (v.) hole man paper proof proofing seed #shale skin skinned -soaked (u. m.) stone stove -temper (v.) tight tightness way #well	<b>once</b> -over (n.) #removed -run (u. m.)	<b>ornitho</b> (c. f.) all one word
<b>notch</b> board wing (moth)	<b>oat</b> bin cake -fed (u. m.) field land meal seed	<b>ohm</b> -ammeter meter -mile	<b>one</b> -acter -armed (u. m.) -decker -eyed (u. m.) fold -half -handed (u. m.) ness -piece (u. m.) self -sided (u. m.) -sidedness signed (u. m.) -step (dance) -striper time (u. m.) -two -two-three -way (u. m.)	<b>ortho</b> (c. f.) all one word
<b>note</b> book head holder #paper worthy	<b>oath</b> bound breaker worthy	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>onion</b> peel skin <b>open</b> -air (u. m.) -armed (u. m.) -back (u. m.) -backed (u. m.) band (yarn) beak (bird) bill (bird) cast cut (mining) #door #end -faced (u. m.) handed handedly handedness hearted #house minded mouthed #pit #shop side (u. m.) -sided (u. m.) #view work worked	<b>osteo</b> (c. f.) all one word
<b>novel</b> craft maker making #reader -reading (u. m.) #writer -writing (u. m.)	<b>ocean</b> -born (u. m.) borne bound -girdled (u. m.) going side -spanning (u. m.) #trade wide wise	<b>olive</b> #branch -brown (u. m.) -clad (u. m.) -drab (u. m.) -growing (u. m.) #oil	<b>out</b> -and-out (u. m.) -and-outer (n.) -loud (u. m.) -Machiavelli, etc. -of-date (u. m.) -of-door(s) (u. m.) -of-State (u. m.) -of-the-way (u. m.) -to-out (u. m.) as prefix, one word	<b>other</b> wise #world worldliness worldly
<b>nucleo</b> (c. f.) all one word	<b>octo</b> (c. f.) all one word	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>outer</b> #clothing #man most wear	<b>oto</b> (c. f.) all one word
<b>nun</b> bird #buoy	<b>odd</b> -jobber -jobman -looking (u. m.) #lot man (arbiter) #number -numbered (u. m.) woman	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>outward</b> -bound (u. m.) -boulder	<b>ovate</b> -acuminate (u. m.) -oblong (u. m.)
<b>nurse</b> girl hound (fish) maid	<b>off</b> -and-on (u. m.) beat cast center (u. m.) color (u. m.) -colored (u. m.) cut (printing) day -fall (v.) -flavor (n., u. m.) -flow -go (n.) going grade hand handed look -lying (u. m.) peak print put -reckoning (n.) saddle scape scour scouring scum set	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>ovato</b> (c. f.) -oblong -orbicular rest one word	<b>oven</b> baked bird dried dry drying man peel stone ware wise
<b>nursery</b> maid man #rhyme #school	<b>oil</b> -reckoning (n.) saddle scape scour scouring scum set	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>opera</b> goer going #house #singer	<b>over</b> -the-counter (u. m.) as combining form, one word
<b>nut</b> breaker -brown (u. m.) cake #coal cracker #dash (printing) hatch hook #margarine #oil pecker pick #quad (printing) -shaped (u. m.) shell sweet weevil	<b>oak</b> -beamed (u. m.) #blight #canker -clad (u. m.) -green (u. m.) #leaf -leaved (u. m.) wood (color)	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>ophthalmo</b> (c. f.) all one word	<b>owl</b> #car -eyed (u. m.) head (bird) light wide
	<b>oat</b> bin cake -fed (u. m.) field land meal seed	<b>old</b> -fashioned (u. m.) -foggy (u. m.) -growing (u. m.) hearted land (geol.) -looking (u. m.) #maid -maidish (u. m.) #man -new #rose style (printing) time (u. m.) timer wife (fish) #woman -young	<b>orange</b> ade bird blossom -colored (u. m.) grower #marmalade #orchard man peel #pekoe -red (u. m.) stick woman wood	<b>ox</b> bird biter blood (color) bow boy brake cart cheek eye -eyed (u. m.) fly gall harrow hide



<b>ox</b> —con. horn house like man shoe skin tail #team <b>oxy</b> (c. f.) all one word <b>oyster</b> bed bird #catcher (bird) #crab #cracker fish house man root seed shell -white (u. m.) woman	<b>pale</b> —con. buck -cheeked (u. m.) face (n.) -faced (u. m.) hearted -looking (u. m.) -reddish (u. m.) <b>paleo</b> (c. f.) -Christian, etc. rest one word <b>pallbearer</b> <b>palm</b> -green (u. m.) #leaf #oil -shaded (u. m.) wise worm <b>palmi</b> (c. f.) all one word <b>pam</b> -American, etc. -broil (v.) #ice rest one word <b>Pan</b> #American Union (official name) hellenic <b>panel</b> board -lined (u. m.) work <b>panic</b> proof -stricken (u. m.) <b>panto</b> (c. f.) all one word <b>pantry</b> man woman <b>paper</b> back (n.) backed board(s) bound boy cutter hanger hanging maker making #money mouth (fish) #pulp shell (n., u. m.) -shelled (u. m.) -thin (u. m.) weight -white (u. m.) work <b>papier</b> #mache <b>para</b> (c. f. or pref.) -aminobenzoic -analgesia -anesthesia #red rest one word <b>parcel</b> #carrier -plate (v.) #post <b>parchment</b> -covered (u. m.) #maker -making (u. m.) #paper <b>parieto</b> (c. f.) -occipital rest one word <b>parimutuel</b> <b>park</b> #forest way work <b>parlor</b> #car maid	<b>part</b> -finished (u. m.) #owner -time (u. m.) -timer #way <b>parti</b> (c. f.) all one word <b>party</b> #line making #wall <b>parvi</b> (c. f.) all one word <b>pass</b> back (n.) book key man out (n., u. m.) over port way word <b>passage</b> #money way <b>passenger</b> #car -mile passer-by <b>passion</b> -driven (u. m.) -feeding (u. m.) -filled (u. m.) #play <b>paste</b> board down (n., u. m.) pot <b>pastry</b> #cook man pastureland <b>patch</b> head (bird) #pocket #test word work <b>path</b> breaker finder -finding way <b>patho</b> (c. f.) all one word <b>patri</b> (c. f.) all one word <b>patrol</b> man #wagon work <b>pattern</b> maker making <b>patty</b> cake #shell <b>pawn</b> broker shop #ticket <b>pay</b> back (n., u. m.) check day dirt #envelope load master mistress off (n., u. m.) roll sheet #station <b>pea</b> bird chick	<b>pea</b> —con. #coal coat cock cod field fowl -green (u. m.) hen jacket like nut shooter -sized (u. m.) #soup stick sticking #weevil <b>peace</b> -blessed (u. m.) breaker breaking -loving (u. m.) maker making man monger mongering #offering #officer #pipe time <b>peach</b> bloom blossom blow #canker -colored (u. m.) #moth peak #load <b>pear</b> #gage -shaped (u. m.) <b>pearl</b> bird -eyed (u. m.) fish fisher fishing -pure (u. m.) -set (u. m.) #shell sides (fish) -studded (u. m.) -white (u. m.) <b>peat</b> house land man -roofed (u. m.) stack <b>pebble</b> hearted -paved (u. m.) stone -strown (u. m.) ware <b>peel</b> man off (n., u. m.) <b>peep</b> eye hole show sight <b>peg</b> board box leg man <b>pellmell</b> <b>pen</b> -cancel (v.) craft head holder knife maker making	<b>pen</b> —con. man manship master #name #picture point pusher rack script -shaped (u. m.) #sketch stock stock tail trough wiper woman work worker <b>pencil</b> #box #case #drawing holder maker making -mark (v.) wood <b>penny</b> -a-liner bird pincher weight winkle wise worth <b>pent</b> house #roof stock -up (u. m.) <b>penta</b> (c. f.) -acetate rest one word peptalk <b>pepper</b> box corn mint pot -red (u. m.) #sauce <b>per</b> #annum #capita cent centage centile #centum compound (chem.) current (bot.) #diem salt (chem.) #se sulfide <b>peri</b> (pref.) -insular rest one word <b>pest</b> hole house -ridden (u. m.) <b>pet</b> cock #lamb <b>peter</b> man net <b>petit</b> grain #jury #larceny #point <b>petro</b> (c. f.) -occipital rest one word <b>pewholder</b>
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<b>pharmaco</b> (c. f.) -oryctology <i>rest one word</i>	<b>pie</b> -con. man marker #meat pan plant #plate shop -stuffed (u. m.) #tin woman	<b>pile</b> -con. up (n., u. m.) #weave work worm woven	<b>pine</b> -con. #tar wood(s)	<b>plague</b> -infested (u. m.) proof
<b>pharyngo</b> (c. f.) -esophageal -oral <i>rest one word</i>	<b>piece</b> -dye (v.) #goods meal mold #rate work worker	<b>pill</b> box (military) bug maker making -rolling (u. m.) -taking (u. m.) worm	<b>pink</b> -blossomed (u. m.) eye (n.) -eyed (u. m.) fish foot -footed (u. m.) #salmon #violet	<b>plain</b> back (fabric) -bodied (u. m.) -clothed (u. m.) clothes (u. m.) clothes man -headed (u. m.) hearted -looking (u. m.) -spoken (u. m.) tail ward work
<b>phase</b> meter -wound (u. m.)	<b>pier</b> #buttness #dam drop head #table	<b>pillow</b> case #fight made slip work	<b>pipe</b> #ashes #clay -drawn (u. m.) dream dreamer dreaming fish fitter fitting layer laying line lined lining maker making man mouth (fish)	<b>plane</b> #curve -mile -parallel (u. m.) table (surveying)
<b>pheno</b> (c. f.) <i>all one word</i>	<b>piero</b> (c. f.) -oscillator <i>rest one word</i>	<b>pilot</b> #balloon #boat #burner #chart house #light man #pin	<b>plaster</b> #organ -shaped (u. m.) stem stone walker work	<b>plani</b> (c. f.) <i>all one word</i>
<b>philo</b> (c. f.) -French, etc. <i>rest one word</i>	<b>piezo</b> (c. f.) -oscillator <i>rest one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plano</b> (c. f.) <i>all one word</i>
<b>phlebo</b> (c. f.) <i>all one word</i>	<b>pig</b> -back (v.) -backed (u. m.) #bed -bellied (u. m.) belly -eyed (u. m.) face -faced (u. m.) fish foot -footed (u. m.) head headed herd	<b>pinch</b> back bar beck cock fist gut -hit (v.) -hitter penny	<b>piston</b> head #pin #rod #valve	<b>plant</b> #food house life #louse wide
<b>phono</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pisc</b> (c. f.) <i>all one word</i>	<b>plat</b> band book
<b>phospho</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plate</b> #carrier #glass holder -incased (u. m.) layer maker making man mark
<b>photo</b> (c. f.) -offset -oxidation -oxidative <i>rest one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plaster</b> bill (bird) board #cast work
<b>phreno</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plat</b> band book
<b>phrase</b> book maker making man mark (music) monger	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plate</b> #carrier #glass holder -incased (u. m.) layer maker making man mark
<b>phyllo</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plaster</b> bill (bird) board #cast work
<b>phylo</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plat</b> band book
<b>physico</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plate</b> #carrier #glass holder -incased (u. m.) layer maker making man mark
<b>physio</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plaster</b> bill (bird) board #cast work
<b>phyto</b> (c. f.) <i>all one word</i>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plat</b> band book
<b>piano</b> #action forte graph #organ player	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plate</b> #carrier #glass holder -incased (u. m.) layer maker making man mark
<b>pick</b> aback ax #clock lock man -me-up (n., u. m.) off (n., u. m.) over (n., u. m.) pocket pole shaft smith up (n., u. m.) work	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plaster</b> bill (bird) board #cast work
<b>picker-up</b>	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plat</b> band book
<b>picket</b> boat #fence #line	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plate</b> #carrier #glass holder -incased (u. m.) layer maker making man mark
<b>pickle</b> -cured (u. m.) man worm	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plaster</b> bill (bird) board #cast work
<b>picture</b> #book craft maker making #writing	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plat</b> band book
<b>pier</b> bald crust -eater -eyed (u. m.) house maker making	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plate</b> #carrier #glass holder -incased (u. m.) layer maker making man mark
<b>pie</b> -eyed (u. m.) man staff tail	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>pistol</b> gram graph proof	<b>plaster</b> bill (bird) board #cast work
<b>pile</b> driver -driving (u. m.) hammer #saw	<b>phono</b> (c. f.) <i>all one word</i>	<b>pin</b> ball block bone boy case cushion -eyed (u. m.) fall feather fire fish fold folding	<b>piston</b> head #pin #rod #valve	<b>plat</b> band book



<b>play</b> —con. thing time work wright writer writing #yard	<b>point</b> blank #hole (printing) #lace #system wise <b>poison</b> -dipped (u. m.) #gas maker <b>poke</b> #check hole <b>pole</b> arm -armed (u. m.) ax axer burn cat -dried (u. m.) horse #jump man -pile (v.) #rot setter -shaped (u. m.) sitter -stack (v.) star timber trap -vault (v.) #vaulter ward wood <b>police</b> #court #dog man woman <b>policy</b> holder maker making #racket <b>politico</b> (c. f.) -orthodox <i>rest one word</i> <b>poll</b> book #parrot #tax <b>polo</b> #coat #shirt <b>poly</b> (c. f.) <i>all one word</i> <b>pond</b> fish man <b>pool</b> room #table <b>poor</b> -blooded (u. m.) farm house -spirited (u. m.) will (bird) <b>pop</b> corn eye eyed gun over (n.) -up (n., u. m.) <b>poppy</b> -bordered (u. m.) cock field fish head -red (u. m.) seed <b>pork</b> #barrel #chop	<b>pork</b> —con. eater fish #pie <b>port</b> crayon cullis #duty fire folio hole hook man manteau -mouthed (u. m.) side sider #wine porterhouse <b>post</b> #auger #bellum #bill #binder #boat #brake #captain #card #cedar #chaise #chariot -Christian, etc. #coach #croaker (fish) #day #diem #flag -free (u. m.) #horn #horse #hospital (military) #insulator #locust #meridiem #mortem #note #oak #obit #octavo #office #partum #race #road #route #school (military) #term #town #trader <i>as prefix, one word</i> <b>pot</b> ash bellied belly boil boiled boiler bound #cheese #clay #color eye hanger head herb hole hook house hunter latch lid line luck man pie pourri rack #roast shoot shot	<b>pot</b> —con. stone ware #wheel whisky work <b>potato</b> #field #scab -sick (u. m.) <b>poultry</b> #house #keeper -keeping (u. m.) man #raiser -raising (u. m.) #yard <b>pound</b> cake -foolish (u. m.) -foot keeper man master stone worth <b>powder</b> -blue (u. m.) box #flag #flask #horn #house #keg maker making man #mill #puff #room -scorched (u. m.) <b>power</b> boat dive -driven (u. m.) house line load #loom -operated (u. m.) pack plant #politics #shovel <b>prairie</b> #chicken #dog #schooner <b>praise</b> -deserving (u. m.) -spoiled (u. m.) worthiness worthy <b>pre</b> (pref.) -Incan, etc. <i>rest one word</i> <b>president</b> -elect #pro #tempore <b>press</b> #agent -agency board fat feeder feeding -forge (v.) -made (u. m.) man mark pack (v.) #proof (printing) #release #revise room woman work worker	<b>preter</b> (pref.) <i>all one word</i> <b>price</b> #cutter -cutting (u. m.) #fixer -fixing (u. m.) #index list <b>prick</b> -eared (u. m.) mark #punch seam <b>priest</b> craft fish hood -prince <b>prime</b> #minister -ministerial (u. m.) -ministership -ministry <b>primrose</b> -scented (u. m.) tide time <b>prince</b> craft hood -priest #regent <b>print</b> cloth line script shop works <b>printing</b> -in (n., u. m.) #ink #machine #office -out (n., u. m.) #press <b>prison</b> #bars bound -free (u. m.) -made (u. m.) <b>prize</b> #court #crew fight fighter fighting holder #ring taker taking winner -winning (u. m.) worthy <b>pro</b> -Ally, etc. #forma #number #rata #tem #tempore -vice-chancellor <i>as prefix, one word</i> <b>procto</b> (c. f.) <i>all one word</i> <b>profit</b> -and-loss (u. m.) maker making -sharing (u. m.) <b>promptbook</b> <b>prong</b> buck -hoe (v.) horn -horned (u. m.) <b>proof</b> #paper #press
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<b>proof</b> —con. read reader reading room sheet #spirit <b>proso</b> (c. f.) <i>all one word</i> <b>proto</b> (c. f.) -Egyptian, etc. <i>rest one word</i> <b>proud</b> -blooded (u. m.) hearted -looking (u. m.) -minded (u. m.) psalmbook <b>pseudo</b> (c. f.) -Messiah, etc. -occidental -official -orientalism -orthorhombic -osteomalacia -owner <i>rest one word</i> <b>psycho</b> (c. f.) -organic <i>rest one word</i> <b>ptero</b> (c. f.) <i>all one word</i> <b>public</b> hearted -minded (u. m.) -spirited (u. m.) #works <b>pudding</b> face -faced (u. m.) head headed wife (fish) <b>puff</b> back (bird) bird leg (bird) #paste <b>pug</b> mill miller nose nosed -pile (v.) <b>pull</b> back (n., u. m.) boat #box devil down (n., u. m.) off (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) -push (u. m.) through (n., u. m.) -up (n., u. m.) <b>puller</b> -in -out <b>pulp</b> board stone wood <b>pump</b> #cylinder #drill handle (v.) house man room <b>punch</b> board bowl card -drunk (u. m.) holder line mark	<b>punch</b> —con. -marked (u. m.) #press punctureproof pup #tent <b>puppet</b> man master #play #show <b>pure</b> blood blooded bred #line (biol.) <b>purple</b> -blue (u. m.) -clad (u. m.) -colored (u. m.) heart (wood) <b>purse</b> making -proud (u. m.) #strings <b>push</b> ball button card cart off (n., u. m.) over (n., u. m.) pin -pull (u. m.) <b>pussy</b> cat foot footed footer footing <b>put</b> back (n., u. m.) log off (n., u. m.) -on (n., u. m.) out (n., u. m.) -up (n., u. m.) <b>putter</b> -forth -in -off -on -out -through -up <b>putty</b> blower -colored (u. m.) head hearted #knife work <b>puzzle</b> brain head headed man <b>pyo</b> (c. f.) <i>all one word</i> <b>pyro</b> (c. f.) <i>all one word</i> <b>Q</b> -boat -fever -ship quadline <b>quadri</b> (c. f.) -invariant <i>rest one word</i> <b>quarry</b> #face man stone <b>quarter</b> -angled (u. m.) back #boards -bound (u. m.) -breed (u. m.)	<b>quarter</b> —con. -cast (u. m.) -cut (u. m.) #day deck decker man master -miler #note pace -phase (u. m.) saw (v.) sawed sawing sawn #section staff stretch #tone -yearly (adv.) <b>quartermaster</b> #general #generalship #sergeant <b>quasi</b> <i>all hyphenated</i> <b>queen</b> #bee cake craft fish #mother #olive #post #regent right <b>quick</b> #assets born -change (u. m., v.) -drawn (u. m.) #fire #firer foot -freeze (u. m., v.) -freezing (u. m.) -handed (u. m.) hatch hearted lime sand saver set silver silvered silvering step #time -witted (u. m.) work (naut.) <b>quill</b> back fish tail work <b>quin</b> (c. f.) <i>all one word</i> <b>quit</b> claim claimed rent <b>rabbit</b> -backed (u. m.) -eared (u. m.) #fever #foot hearted mouth -mouthed (u. m.) #punch skin <b>race</b> about (n., u. m.) course goer going	<b>race</b> —con. #hatred horse like #riot #suicide track way <b>rack</b> #block -lashing (u. m.) way #wheel work <b>radar</b> man scope <b>radio</b> #amplifier #antenna #channel #communication #control #engineer #engineering #link #range #receiver #set #spectator #transmitter #tube #wave <i>as combining form, one word</i> radiumtherapy <b>rag</b> bolt #doll fish house -made (u. m.) man picker seller shop sorter tag time <b>rail</b> bird borne guard head maker making man -ridden (u. m.) road roader roadman setter splitter #train way way #maker wayman <b>rain</b> band beat (n.) -beaten (u. m.) bird bound bow -bright (u. m.) burst cheek coat drop fall #forest fowl #gaze light maker making proof -soft (u. m.) spout	<b>rain</b> —con. storm tight wash water worm <b>rainbow</b> #chaser -colored (u. m.) #trout <b>rake</b> hell hellish off (n., u. m.) <b>ram</b> -jet (u. m.) line rod shackle <b>ranch</b> #hand house man woman <b>range</b> finder keeper land #light man rider work <b>rapid</b> #fire #transit <b>rare</b> #carth #gas ripe <b>rash</b> -brain (u. m.) -brained (u. m.) -headed (u. m.) -hearted (u. m.) -minded (u. m.) <b>rat</b> bite catcher catching fish hole -infested (u. m.) line proof #race tail -talled (u. m.) -tight (u. m.) trap <b>rate</b> -aided (u. m.) #base #cutter -cutting (u. m.) -fixing (u. m.) maker making -raising (u. m.) setting <b>rattle</b> bones box brain brained head headed ran skull skulled snake trap <b>raw</b> boned bones -edged (u. m.) hide -looking (u. m.) #material #wool
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<b>razor</b> back backed bill -billed (u. m.) #blade edge edged -keen (u. m.) maker making man -sharp (u. m.) strop	<b>red—con.</b> shank (bird) skin (n.) -skinned (u. m.) start (bird) tail (bird) tape (nonliteral) throat (bird) -throated (u. m.) ward wing (bird) wood -yellow (u. m.)	<b>ridge</b> band land pole poled rope top way riffraff	<b>ring—con.</b> -tailed (u. m.) time -up (n., u. m.) wall wise worm	<b>rock—con.</b> pile -ribbed (u. m.) #salt shaft slide staff #wool work
<b>razzle-dazzle</b> <b>re</b> (pref.) -cover (cover again), -create (create again), etc. -cross-examination -ice -ink -redirect <i>rest one word</i> reading #room	<b>reed</b> bird buck maker making #organ plot #stop -thatched (u. m.) work	<b>rifle</b> bird man #pit proof #range shot	<b>rip</b> cord rap rapping roaring sack saw snorter snorting tide -up (n., u. m.)	<b>roentgeno</b> (c. f.) <i>all one word</i>
<b>re</b> (pref.) -cover (cover again), -create (create again), etc. -cross-examination -ice -ink -redirect <i>rest one word</i> reading #room	<b>reef</b> #knoll #knot regionwide <b>religio</b> (c. f.) <i>all one word</i> remainderman	<b>right</b> about about-face -angle (u. m., v.) -angled (u. m.) #away -born (u. m.) #band -handed (u. m.) -hander -headed (u. m.) hearted most -of-way #turn ward #whale wing (political) winger (political) wingism (political)	<b>river</b> bank bed borne #bottom damp -formed (u. m.) front head #horse man scape side sider wash way -worn (u. m.)	<b>roll</b> about (n., u. m.) back (n., u. m.) call film #leaf mop (herring) over (n., u. m.) top up (n., u. m.) way
<b>ready</b> -built (u. m.) -handed (u. m.) made (u. m.) #reference room -witted (u. m.)	<b>repair</b> man #shop	<b>rim</b> base bound -deep (u. m.) fire land lock maker making rock #wheel	<b>road</b> bank bed block book builder building craft fellow head hog house maker making man map master #runner (bird) #scraper #show side sider stead stone #system #test track way -weary (u. m.) wise worthy	<b>roller</b> #backer #bearing #coaster -made (u. m.) maker making man -milled (u. m.) #press #skate
<b>rear</b> #end horse (insect) most view (u. m.) ward	<b>representative</b> #at #large -elect	<b>ring</b> -adorned (u. m.) -banded (u. m.) bark bill -billed (u. m.) #binder bird bolt bone boned bound craft dove eye (n.) #finger giver giving goer head -in (n., u. m.) lead (v.) leader maker making master neck (bird) -necked (u. m.) -off (n., u. m.) pin -porous (u. m.) -shaped (u. m.) side sider #spot stand stick tail	<b>rock</b> aby #bass bird born bottom (nonliteral) eral) bound #climber -climbing (u. m.) craft #crusher #drill #dust fall (n.) -fallen (u. m.) fill firm fish #garden hearted man	<b>roof</b> garden line load man #tile top tree ward
<b>reception #room</b>	<b>respectworthy</b>	<b>rest</b> #cure house -refreshed (u. m.) room	<b>roam</b> bank bed block book builder building craft fellow head hog house maker making man map master #runner (bird) #scraper #show side sider stead stone #system #test track way -weary (u. m.) wise worthy	<b>room</b> #clerk keeper mate roominghouse
<b>record</b> breaker breaking keeper keeping maker making	<b>recti</b> (c. f.) <i>all one word</i>	<b>retro</b> (c. f.) -ocular -omental -operative -oral <i>rest one word</i>	<b>rock</b> aby #bass bird born bottom (nonliteral) eral) bound #climber -climbing (u. m.) craft #crusher #drill #dust fall (n.) -fallen (u. m.) fill firm fish #garden hearted man	<b>root</b> #beer bound cap -cutting (u. m.) fast hold #mean #square #rot stalk stock worm
<b>recto</b> (c. f.) <i>all one word</i>	<b>recto</b> (c. f.) <i>all one word</i>	<b>rhino</b> (c. f.) <i>all one word</i>	<b>rope</b> bound dance dancer dancing -fastened (u. m.) house layer laying maker making stitch #wine walk walker way work	
<b>red</b> #ant bait (v.) baiter belly bill -billed (u. m.) bird #blood -blooded (u. m.) bone breast (bird) buck bug cap (porter) coat (n.) eye (n.) -eyed (u. m.) -faced (u. m.) fin (fish) finch fish #flag #fox -haired (u. m.) handed head (n.) headed hearted -hot (u. m.) #lead leg (bird) -legged (u. m.) #letter #man #pepper poll (bird) #rot	<b>rhizo</b> (c. f.) <i>all one word</i>	<b>rib</b> band #cut -pointed (u. m.) #roast work <b>ribbon</b> back -bound (u. m.) fish maker #snake		
	<b>rich</b> -bound (u. m.) -clad (u. m.) -looking (u. m.)	<b>rice</b> bird field grower growing land #paper -throwing (u. m.) #water		
	<b>rick</b> rack stand yard			



<b>rose</b> -bright (u. m.) bud drop fish head -headed (u. m.) -scented (u. m.) -sweet (u. m.) tan time #tree #water worm	<b>row</b> boat lock off (n., u. m.) port <b>rub</b> -a-dub down (n., u. m.) stone <b>rubber</b> -down -lined (u. m.) neck necker nose (fish) -off #plant proofed -set (u. m.) stamp (nonliteral) (n., u. m., v.) #stamp (n.) -stamped (u. m.) stone #tree <b>rubble</b> stone work <b>ruby</b> -hued (u. m.) -red (u. m.) -set (u. m.) tail throat (bird) -throated (u. m.) <b>rudder</b> #brake head hole post stock #tackle <b>rule</b> maker making monger #of #thumb <b>rum</b> -crazed (u. m.) runner running seller selling shop rumpus #room <b>run</b> about (n., u. m.) around (n., u. m.) away (n., u. m.) back (n., u. m.) by (n.) down (n., u. m.) fish holder -in (n., u. m.) keeper off (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) through (n., u. m.) up (n., u. m.) way runner-up <b>rush</b> -bottomed (u. m.) #hour land light like <b>Russo</b> (c. f.) -Chinese, etc. <i>rest one word</i> <b>rust</b> -brown (u. m.) -eaten (u. m.) #fungus proof proofing	<b>rust—con.</b> -resistant (u. m.) -stained (u. m.) <b>rye</b> #bread #field #whisky  S -bend -brake -iron -shaped -trap -wrench  S -boat -ray <b>Sabbath</b> breaker breaking keeper keeping <b>saber</b> bill fish -legged (u. m.) tooth -toothed (u. m.) wing (bird) <b>sable</b> -cloaked (u. m.) fish <b>saccharo</b> (c. f.) <i>all one word</i> <b>sack</b> bearer cloth clothed #coat -coated (u. m.) #duty maker -making (u. m.) man -shaped (u. m.) time <b>sacro</b> (c. f.) <i>all one word</i> <b>sad</b> -eyed (u. m.) hearted iron #sack -voiced (u. m.) <b>saddle</b> back -backed (u. m.) bag bow cloth -graft (v.) #horse like maker -making (u. m.) nose -nosed (u. m.) #roof room #seat sick #soap sore soreness #stitch -stitched (u. m.) #stitcher tree -wire (u. m.) wise <b>safe</b> blower blowing breaker breaking #conduct cracker	<b>safe—con.</b> cracking -deposit (u. m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making <b>sage</b> brush brusher leaf -leaved (u. m.) #tea <b>sail</b> boat cloth -dotted (u. m.) fish flying keeper maker making #model plane room yard <b>sailor</b> fish -laborer man -minded (u. m.) proof <b>saint</b> like maker making <b>sale</b> goer note room work yard <b>sales</b> #account book clerk lady man #manager manship people person room #tax woman <b>salmon</b> -colored (u. m.) #fishing -red (u. m.) #steak <b>saloon</b> #deck keeper <b>salpingo</b> (c. f.) -oophorectomy -oophoritis -ovariotomy -ovritis <i>rest one word</i> <b>salt</b> box catch cellar -cured (u. m.) #fish house lick maker making man #marsh master mouth	<b>salt—con.</b> pack pan peter pit pond #pork room shaker spoon spoonful sprinkler #water worker works yard <b>salver</b> form -shaped (u. m.) <b>sample</b> #book #box #case maker -making (u. m.) man room <b>sand</b> bag bagged bagger bagging bank bar bath bin blast blasted blaster blasting blown board box boy (insect) -buried (u. m.) -buried (u. m.) -cast (u. m., v.) culture #dune fill #finish fish flea fly glass heat hill -hiller hog hole lapper line lot lotter man necker (bird) paper papered paperer papering peep (bird) pile pipe piper pit -pump (u. m., v.) shoe spit stone storm table weld (v.) -welded (u. m.) -welding (u. m.) worm <b>sandy</b> -bottomed (u. m.) -red (u. m.) sangfroid
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<b>sane</b> #peer #serif #souci	<b>scale—con.</b> fly maker making man pan -reading (u. m.) smith tail wing (moth) work worm <b>scandal</b> #bearer monger mongering <b>scape</b> goat #wheel <b>scapulo</b> (c. f.) <i>all one word</i> <b>scar</b> -clad (u. m.) face -faced (u. m.) #tissue <b>scare</b> bird crow devil fish fly hawk head monger mouse proof sheep sleep thief <b>scarf</b> #cloud pin maker making skin wise <b>scarlet</b> -breasted (u. m.) #fever -red (u. m.) <b>scatter</b> brain brained good #rug <b>scene</b> craft #painter shifter wright <b>schisto</b> (c. f.) <i>all one word</i> <b>schizo</b> (c. f.) <i>all one word</i> <b>school</b> bag #board book bookish boy bred child children craft dame day fellow girl going house keeper keeping ma'am -made (u. m.) maid man master	<b>school—con.</b> mate miss mistress room ship -taught (u. m.) teacher teaching time -trained (u. m.) ward work yard #year <b>scientifico</b> (c. f.) <i>all one word</i> <b>scissor</b> bill bird -fashion (u. m.) #grinder hold maker -making (u. m.) #sharpener smith tail -tailed (u. m.) -winged (u. m.) <b>scissors</b> -fashion (u. m.) maker -making (u. m.) -shaped (u. m.) #smith <b>sclero</b> (c. f.) -oophoritis -optic <i>rest one word</i> <b>score</b> board book card keeper keeping sheet scot-free (u. m.) <b>Scoto</b> (c. f.) -Britannic, etc. <b>Scots</b> man woman <b>scour</b> fish way <b>scout</b> #badge #car craft #cruiser hood master #vessel <b>scrap</b> basket book box #heap #iron man #paper #rubber works <b>scrape</b> -finished (u. m.) gut (n.) penny shoe (n.) <b>scratch</b> board brush -brusher card cat -coated (u. m.) #pad #test work	<b>screech</b> bird owl <b>screen</b> land maker making man #plate play writer <b>screw</b> ball barrel bolt bound cap #collar down (u. m.) drive (v.) -driven (u. m.) driver head hook -lifted (u. m.) maker making man nut plug post #propeller ship stock #thread -threaded (u. m.) -turned (u. m.) #wheel worm <b>scroll</b> head work <b>scrub</b> bird board land #typhus scumboard scuttlebutt scythe maker making man -shaped (u. m.) smith stone work <b>sea</b> #anchor #base -based (u. m.) #bass -bathed (u. m.) beach -beaten (u. m.) bed #bird -blue (u. m.) board #boat -born (u. m.) borne bound -bred (u. m.) #captain coast #cow craft -deep (u. m.) dog #dragon -driven (u. m.) drome -ear (mollusk) -encircled (u. m.) fare (food) farer (traveler) faring fighter	<b>sea—con.</b> folk food fowl front #gate girt goer going -green (u. m.) hound #island lane #level like #lion man mark #mile #mule #otter piece plane port power quake #room scape #scout scouting #serpent shell shine shore sick sickness side stroke #time (clock) #train wall -walled (u. m.) ward ware #water way weed weedy wide wife (fish) worn worthiness worthy -wrecked (u. m.) <b>seal</b> -brown (u. m.) maker making skin <b>seam</b> blasting like rend (v.) stitch weld (v.) -welded (u. m.) -welding (u. m.) <b>search</b> light room #warrant <b>seat</b> #cover maker making -mile work worm <b>second</b> -class (u. m.) -degree (u. m.) -foot hand (adv., u. m.) #hand (n.) #in #command -rate (u. m.) -rater #sight -sighted (u. m.)
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<b>secret</b> #monger #service #society <b>secretary</b> #general -generalcy -generalship ship -treasurer	<b>service—con.</b> #stripe wide woman <b>serve</b> mechanism motor <b>sesqui</b> (c. f.) <i>all one word</i> <b>set</b> -aside (n., u. m.) back (n., u. m.) bolt down (n., u. m.) -fair (n.) head -in (n., u. m.) line off (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) piece pin screw -stitched (u. m.) -to (n., u. m.) up (n., u. m.) wise work <b>setter</b> -forth -in -on -out -to -up <b>settle</b> brain down (n., u. m.) <b>seven</b> -branched (u. m.) fold folded penny (nail) score -shooter -up (n.) severalfold <b>sewer</b> man #pipe <b>sex</b> annulate, radiate, etc., <i>all one word</i> , as combining form #cell #hormone #intergrade -limited (u. m.) #linkage <b>shad</b> -bellied (u. m.) belly bird fly shade -giving (u. m.) -grown (u. m.) tail <b>shadow</b> box (v.) boxing gram graph land #line #stitch <b>shag</b> bark -haired (u. m.) tail <b>shake</b> #cabin down (n., u. m.) out (n., u. m.) proof up (n., u. m.)	<b>shallow</b> brained -draft (u. m.) -headed (u. m.) hearted pated <b>shame</b> -crushed (u. m.) face faced proof sick worthy <b>shank</b> bone #mill piece shapeup (n., u. m.) <b>share</b> #beam bone broker crop cropper holder out (n., u. m.) #tenant <b>shark</b> #moth skin <b>sharp</b> -angled (u. m.) -cut (u. m.) -edged (u. m.) -freeze (u. m., v.) -freezer -looking (u. m.) saw (bird) -set (u. m.) shod shooter shooting tail (bird) -tailed (u. m.) ware -witted (u. m.) <b>shatter</b> brain brained proof <b>shave</b> hook tail <b>shear</b> bill (bird) hog man pin tail (bird) water (bird) waters #zone <b>sheath</b> bill #knife -winged (u. m.) <b>shed</b> hand man <b>sheep</b> biter biting cote crook dip #dog faced #farm fold gate headed hearted herder herding hook keeper keeping -knead (u. m.) land	<b>sheep—con.</b> like man master nose (apple) pen shank shear (v.) shearer (n.) shearing shears shed sick skin split stealer stealing walk -white (u. m.) -witted (u. m.) <b>sheer</b> line off (n., u. m.) up (n., u. m.) <b>sheet</b> #anchor block flood #glass #metal ways wise work writing <b>shelf</b> #ice #life #list piece #plate <b>shell</b> back bound burst #button cracker (fish) eater (bird) fire fish fishery #game hole -like man proof shock shocked work worker <b>shelter</b> belt #half #tent #trench wood <b>shield</b> #bearer maker -shaped (u. m.) tail <b>shilly</b> -shallier -shally <b>shin</b> bone guard plaster shiner-up ship board bound boy breaker breaking folk girl keeper keeping lifter lifting like -made (u. m.) man mark mate -soiled (u. m.) talk walker	<b>ship—con.</b> #fever keeper lap load man mast master mate owner owning plane -rigged (u. m.) shape side smith way work worm wreck wrecked wright yard <b>shipping</b> #master #office #room <b>shirt</b> band maker making man #sleeve tail waist <b>shock</b> #absorber #cord head headed #tactics #therapy #troops #wave <b>shoe</b> bill binder (bird) black box boy brush #buckle craft horn lace #last maker making man pack scraper shine shop store string tree <b>shoot</b> man off (n., u. m.) <b>shop</b> board book boy breaker breaking folk girl keeper keeping lifter lifting like -made (u. m.) man mark mate -soiled (u. m.) talk walker
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<b>shop</b> —con. wear window woman work worn	<b>shower</b> #bath proof	<b>sieve</b> like maker making	<b>sin</b> -born (u. m.) -bred (u. m.) proof	<b>skip</b> jack man #numbering tail
<b>shore</b> #bird #boat fast going land #leave line man #patrol side	<b>#catcher</b> fish -pink (u. m.) <b>shroud</b> -laid (u. m.) plate <b>shuffle</b> board wing (bird) <b>shunt</b> #winding -wound (u. m.) <b>shut</b> away (n., u. m.) down (n., u. m.) eye (n., u. m.) -in (n., u. m.) -mouthed (u. m.) off (n., u. m.) out (n., u. m.) up (u. m.) <b>shuttle</b> cock #race #train wise	<b>sight</b> #edge hole proof read reader reading saver saving see seeing seer setter #unseen worthy <b>sign</b> board #language man off (n., u. m.) #painter post up (n., u. m.) writer <b>signal</b> man #tower <b>silico</b> (c. f.) <i>all one word</i> <b>silk</b> grower man #screen -stockinged (u. m.) tail (bird) woman work works worm	<b>sine</b> #curve #die #wave <b>sing</b> song spiel <b>single</b> bar -breasted (u. m.) -decker -edged (u. m.) #entry handed hearted hood -loader -minded (u. m.) -phase (u. m.) -seater stick sticker #stitch #tax #track tree <b>sink</b> box head hole room stone <b>Sino</b> (c. f.) -Japanese, etc. <b>sister</b> -german hood -in-law <b>sit</b> down (n., u. m.) -downer fast (n., u. m.) <b>sitter</b> -by -out sitting #room sitzmark <b>six</b> -cylinderead (u. m.) fold penny (nail) -ply (u. m.) score -shooter -wheeler <b>sketch</b> book #plan <b>skew</b> back backed bald #table wise <b>ski</b> #jump plane #suit <b>skid</b> #chain #fin proof road way skim #milk <b>skin</b> bound -clad (u. m.) deep flint -graft (v.) #test tight worm	<b>skirt</b> board #dance marker <b>skull</b> cap fish <b>skunk</b> bill head top <b>sky</b> -blue (u. m.) gazer -high (u. m.) lark larking light line look (v.) man #map #pilot rocket sail scape scraper shine #train #truck ward way write (v.) writer writing <b>slab</b> man -sided (u. m.) stone <b>slack</b> -bake (v.) -filled (u. m.) #water #wire slambang <b>slant</b> -eyed (u. m.) wise <b>slap</b> bang dab dash down (n., u. m.) happy jack -slap stick -up (n., u. m.) <b>slate</b> -blue (u. m.) -colored (u. m.) like maker making work works write (v.) writing yard <b>slaughter</b> house man pen yard <b>slave</b> -born (u. m.) -deserted (u. m.) holder holding land #market owner ownership pen
<b>shop</b> —con. wear window woman work worn	<b>sick</b> -abed (n., u. m.) bay bed #call #headache hearted #leave list room <b>sickle</b> bill -billed (u. m.) man -tailed (u. m.) <b>side</b> arms band board bone burns car check -cut (u. m.) dress (v.) flash head (printing) hill hook kick #light (literal) light (nonliteral) #line (literal) line (nonliteral) long note piece play #road saddle shake show slip splitter splitting step stitch -stitched (u. m.) sway swipe swiper track walk way ways -wheeler winder wise	<b>simon-pure</b> (u. m.) <b>simple</b> -headed (u. m.) hearted -minded (u. m.) #ratio -rooted (u. m.) -witted (u. m.) <b>simulcast</b>		



<b>slave</b> —con. #trade #worker	<b>slop</b> —con. work worker	<b>smooth</b> —con. -tongued (u. m.) -working (u. m.)	<b>snow</b> —con. suit -topped (u. m.) #water -white (u. m.) worm	<b>soldier</b> bird -fashion (u. m.) fish fly hearted like proof
<b>Slavo</b> (c. f.) -Hungarian, etc.	<b>slope</b> -faced (u. m.) ways wise	<b>snail</b> eater (bird) -paced (u. m.) -slow (u. m.)	<b>snuff</b> box maker making -stained (u. m.)	<b>sole</b> cutter cutting piece plate print
<b>sledge</b> #hammer -hammered (u. m.) meter	<b>slow</b> belly down (n., u. m.) -footed (u. m.) going headed hearted -motion (u. m.) mouthed poke up (n., u. m.) -witted (u. m.) worm	<b>snake</b> bird bite -bitten (u. m.) #doctor -eater -eyed (u. m.) fish head hole holing neck (bird) piece skin stone worm	<b>so</b> -and-so be it (n., conj.) -called (u. m.) -seeming (u. m.) -so	<b>somato</b> (c. f.) <i>all one word</i>
<b>sleep</b> -filled (u. m.) marken (fish) talker walker walking	<b>slug</b> -cast (v.) caster casting	<b>snap</b> back dragon #fastener head holder hook roll shooter shooting shot shotted shotter shotting -up (u. m.)	<b>soap</b> box bubble bubbly dish fast #fat fish flakes maker making #opera #powder rock stock stone suddy suds	<b>some</b> body day how one (anyone) #one (distributive) place (adv.) thing time (adv., u. m.) #time (some time ago) times way what where
<b>sleepy</b> -eyed (u. m.) head headed -looking (u. m.)	<b>sluice</b> #gate way	<b>snapper</b> -back -up	<b>sober</b> -minded (u. m.) sided sides	<b>son</b> -in-law #of #man
<b>sleet</b> proof storm #wheel	<b>slum</b> gullion gum land	<b>snipe</b> bill #eel fish -nosed (u. m.)	<b>socio</b> (c. f.) -official <i>rest one word</i>	<b>song</b> bird book craft fest land maker making man worthy wright writer writing
<b>sleeve</b> band board fish #nut	<b>slumber</b> -bound (u. m.) land	<b>sniperscope</b> snooperscope	<b>sock</b> eye maker making	<b>sonobuoy</b>
<b>sleuth</b> dog hound	<b>small</b> #arms -ankled (u. m.) -business #man hearted -hipped (u. m.) mouthed por -scale (u. m.) sword talk time (u. m.) town (u. m.) ware	<b>snow</b> ball bank berg bird blind blinded #blindness blink bound break #bunting (bird) cap capped -choked (u. m.) -clad (u. m.) #cover -covered (u. m.) craft drift fall field flake hammer (bird) house land line melt -melting (u. m.) mobile plow scape shade shed shine shoe shoer slide slip storm	<b>sod</b> bound buster culture #grass #house work	<b>sooth</b> fast say sayer saying
<b>slide</b> film head knot man #rule #valve way	<b>smart</b> #aleck -alecky (u. m.) -looking (u. m.) #set -tongued (u. m.)		<b>soda</b> #biscuit jerk #pop #water	<b>sore</b> -eyed (u. m.) foot (n.) -footed (u. m.) head (n., u. m.) headed hearted #throat
<b>sling</b> ball shot stone	<b>smash</b> board up (n., u. m.)		<b>sofa</b> #bed #maker -making (u. m.) -ridden (u. m.)	<b>sorry</b> hearted -looking (u. m.)
<b>slinkskin</b>	<b>smear</b> case #culture		<b>seat</b>	<b>soul</b> -deep (u. m.) mate -searching (u. m.) sick
<b>slip</b> along (u. m.) back band board case cover house knot #law -on (n., u. m.) over (n., u. m.) #proof (printing) proof ring sheet -shelled (u. m.) shod slop sole step stitch stream top topped -up (n., u. m.) ware washer way	<b>smoke</b> -blinded (u. m.) bound box -brown (u. m.) chaser #curtain -dried (u. m.) -dry (v.) -died (u. m.) -filled (u. m.) house jack jumper jumping -laden (u. m.) proof room screen shop stack tight smoking #room		<b>soft</b> ball -boiled (u. m.) brained #coal #currency #drink #goods head hearted like -pedal (v.) -shelled (u. m.) -soap (nonliteral) (v.) -soaper (nonliteral) -spoken (u. m.) tack wood	<b>sound</b> -absorbing (u. m.) board #field film #group headed hearted -minded (u. m.) off (n., u. m.) proof #wave
<b>slit</b> -eyed (u. m.) shell #skirt	<b>smooth</b> bore bored -browed (u. m.) -cast (u. m.) mouthed			<b>soup</b> bone house #kitchen like #plate spoon #stock

<b>sour</b> belly bread dough (n.) faced #grapes headed hearted -natured (u. m.) -sweet sourcebook	<b>spear—con.</b> head -high (u. m.) man proof -shaped (u. m.) #thrower <b>speckle</b> belly breast (bird) -breasted (u. m.) <b>spectro</b> (c. f.) <i>all one word</i> <b>speech</b> -bereft (u. m.) bound craft maker making #reading writer writing <b>speed</b> boat boating boatman #cop trap up (n., u. m.) way <b>spell</b> bind binder binding bound craft down (n., u. m.) -free (u. m.) proof word work <b>spelling</b> down (n.) #match #reform <b>spelter</b> man #solder <b>spend</b> -all (n.) thrift <b>spermato</b> (c. f.) <i>all one word</i> <b>spermo</b> (c. f.) <i>all one word</i> <b>spheno</b> (c. f.) -occipital <i>rest one word</i> <b>sphinx</b> like #moth <b>sphygmo</b> (c. f.) <i>all one word</i> <b>spice</b> box -burnt (u. m.) cake house -laden (u. m.) land <b>spider</b> #crab -legged #monkey -spun (u. m.) #web (n.) web (u. m., v.) #wheel work <b>spike</b> bill -billed (u. m.) fish horn -kill (v.) like #nail -pitch (v.) tail	<b>spile</b> hole worm <b>spillway</b> <b>spindle</b> -formed (u. m.) head -legged (u. m.) legs shanks tail worm <b>spine</b> #ache bill bone -broken (u. m.) -pointed (u. m.) tail <b>spinning</b> #jenny #wheel <b>spino</b> (c. f.) -olivary <i>rest one word</i> <b>spirit</b> -born (u. m.) -broken (u. m.) land #level wise #world #writing <b>spit</b> ball baller box fire poison stick <b>spite</b> #fence #wall work <b>splanchno</b> (c. f.) <i>all one word</i> <b>splash</b> board #dam proof <b>splatter</b> faced work <b>splay</b> foot footed mouth mouthed <b>spleen</b> -born (u. m.) sick -swollen (u. m.) <b>spleno</b> (c. f.) <i>all one word</i> <b>splinter</b> #bar proof <b>spit</b> beak (bird) finger (crustacean) #flap fruit #infinitive mouth saw #second tail (fish) -tongued (u. m.) up (n., u. m.) worm <b>spoils</b> man monger #system spoilsport <b>spoke</b> shave stitch -stitching (u. m.)	<b>spokes</b> man woman <b>spondylo</b> (c. f.) <i>all one word</i> <b>sponge</b> #bath cake #cloth diver -diving (u. m.) -shaped (u. m.) <b>spongio</b> (c. f.) <i>all one word</i> <b>spool</b> winder wood <b>spoon</b> -beaked (u. m.) bill (bird) -billed (u. m.) bread drift -fed (u. m.) maker making -shaped (u. m.) ways wise <b>spore</b> former forming #fruit #print <b>sporo</b> (c. f.) <i>all one word</i> <b>sports</b> #editor man manlike #page wear woman writer <b>spot</b> #check -checked (u. m.) -face (v.) light weld (v.) -welded (u. m.) -welding (u. m.) <b>spray</b> board #gun #nozzle room -washed (u. m.) <b>spread</b> board -eagle (u. m., v.) head out (n., u. m.) over (n., u. m.) -set (v.) <b>spring</b> back (bookbind- ing) board bok -born (u. m.) buck -clean (v.) #lever finger fish -grown (u. m.) halt head house like #lock maker making -plov (v.) -plowed (u. m.) tail tide (season) time	<b>spring—con.</b> trap worm <b>sprit</b> sail tail <b>spur</b> -clad (u. m.) -driven (u. m.) gall -galled (u. m.) -heeled (u. m.) like maker making #track way spurnwater <b>spy</b> boat glass hole tower <b>square</b> -bottomed (u. m.) -built (u. m.) #dance #deal #edge -faced (u. m.) flipper #foot head headed #knot #mark #measure #mile -rigged (u. m.) #root -set (u. m.) shooter tail (fish) #wave <b>squaw</b> fish man <b>squeeze</b> -in (n., u. m.) out (n., u. m.) #play up (n., u. m.) <b>squirrel</b> #eage fish -headed (u. m.) <b>stable</b> boy fly keeper man <b>stack</b> freed man room stand up (n., u. m.) yard <b>staff</b> -herd (v.) man #officer <b>stag</b> -handied (u. m.) head -headed (u. m.) horn -horned (u. m.) hound hunt hunter hunting skin worm <b>stage</b> coach craft hand land
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<b>stage</b> —con. like man #set -struck (u. m.) wise worthy	<b>star</b> —con. #wheel wise worm <b>starch</b> board #corn maker making man room works <b>stark</b> -blind (u. m.) -mad (u. m.) -naked (u. m.) -raving (u. m.) starter-off startup (n., u. m.) <b>stat</b> (pref.) <i>all one word</i> <b>State</b> -aided (u. m.) #line -owned (u. m.) <b>state</b> craft hood house making quake room side sider way wide <b>states</b> man manlike woman <b>station</b> #house man master #wagon <b>stato</b> (c. f.) <i>all one word</i> <b>statue</b> craft like maker making <b>statute</b> -barred (u. m.) #book #mile <b>stay</b> -at-home (n., u. m.) bar bolt boom #girder lace log maker making pin plow sail <b>steam</b> boat boating boatman #boiler car -cooked (u. m.) -driven (u. m.) #engine fitter fitting #heat #gage pipe piping -pocket (v.) -propelled (u. m.) roll (v.) roller (u. m., v.) room	<b>steam</b> —con. ship table tight tightness #turbine #whistle <b>steamer</b> -borne (u. m.) #line load <b>steel</b> -blue (u. m.) bound -bright (u. m.) -cased (u. m.) clad #electrotype #engraving -framed (u. m.) -hard (u. m.) head hearted maker making master proof ware #wool work worker works yard <b>sleep</b> -rising (u. m.) -to (u. m.) -up (u. m.) -walled (u. m.) <b>steeple</b> chase chaser -high (u. m.) jack top steerageway <b>stem</b> #blight #borer #end head post #rot #rust sick sickness ware winder work <b>stencil</b> #cutter -cutting (u. m.) maker making #paper <b>steno</b> (c. f.) <i>all one word</i> <b>step</b> aunt brother child dance dancer dancing daughter down (n., u. m.) father grandchild grandfather grandson -in (n., u. m.) ladder mother nephew off (n., u. m.) over (n., u. m.) parent relation relationship sister	<b>step</b> —con. son stone #turn uncle -up (n., u. m.) way wise <b>stepping</b> -off (u. m.) -out (u. m.) #pace stone <b>stereo</b> (c. f.) <i>all one word</i> <b>stern</b> #anchor castle -faced (u. m.) foremost -looking (u. m.) man most post son ward way #wheel -wheeler <b>sterno</b> (c. f.) <i>all one word</i> <b>stetho</b> (c. f.) <i>all one word</i> <b>stew</b> pan pile pot <b>stick</b> -at-it (n., u. m.) fast (n.) -in-the-mud (n., u. m.) out (n., u. m.) pin tail (duck) tight (n.) -to-it-iveness (n.) up (n., u. m.) water <b>sticker</b> -in -on -up <b>stiff</b> -backed (u. m.) hearted neck -necked (u. m.) tail (bird) <b>still</b> -admired (u. m.) #alarm birth born -burn (v.) -fish (v.) house -hunt (v.) #life man -recurring (u. m.) room stand water (u. m.) <b>sting</b> bull (fish) fish ray tail (fish) <b>stink</b> ball bird bomb bug damp pot stone <b>stir</b> about (n., u. m.) -up (n., u. m.)	<b>stitch</b> bird down (n., u. m.) up (n., u. m.) work <b>stock</b> #block board book breeder breeding broker brokerage broking #car #exchange father feeder feeding fish holder holding house jobber jobbing judging keeper keeping list maker making man #market owner pile piled piling pot proof raiser raising room -still (u. m.) stone taker taking work wright yard <b>stoke</b> hold hole <b>stomach</b> #ache -filling (u. m.) #pump -shaped (u. m.) -sick (u. m.) -weary (u. m.) <b>stomato</b> (c. f.) <i>all one word</i> <b>stone</b> bird biter blind boat brash breaker breaking broke brood cast chat (bird) -cold (u. m.) #crab crusher cutter cutting -dead (u. m.) -deaf (u. m.) -eyed (u. m.) fish fly hand (printing) hatch (bird) head hearted layer laying
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<b>stone</b> —con. lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u. m.) ware work worker #writing yard	<b>stove</b> —con. pipe wood <b>stow</b> away (n., u. m.) bord down (n., u. m.) #net wood <b>straddle</b> back bug -face (v.) -legged (u. m.) wise <b>straight</b> away -backed (u. m.) -cut (u. m.) edge -edged (u. m.) #face -faced (u. m.) forward head -legged (u. m.) #line -lined (u. m.) -out (n., u. m.) #run -spoken (u. m.) #time -up (u. m.) -u p - a n d - d o w n (u. m.) way wise strainerman strainslip <b>strait</b> -cheded (u. m.) jacket laced lacing stranglehold <b>strap</b> -bolt (v.) hanger head -shaped (u. m.) watch work <b>strato</b> (c. f.) <i>all one word</i> <b>straw</b> berry #field bill (bird) board boss -built (u. m.) hat man -roofed (u. m.) splitter splitting stack stacker -stuffed (u. m.) #vote walker work worm yard -yellow (u. m.) <b>stray</b> away (n., u. m.) #energy #line mark <b>stream</b> bank flow head line lined liner side ward way	<b>street</b> -bred (u. m.) car cleaner -cleaning (u. m.) #railway -sold (u. m.) sweeper sweeping walker walking ward way <b>strepto</b> (c. f.) <i>all one word</i> <b>stretcher</b> #bearer man stretchout (n., u. m.) <b>strife</b> maker making monger <b>strike</b> breaker breaking -in (n., u. m.) out (n., u. m.) <b>striker</b> -in -out <b>string</b> board course halt halted maker making man piece #plate #proof (density) ways <b>strip</b> cropping #map #mine #pit #printing tease teaser <b>strong</b> -arm (u. m., v.) back (nautical) -backed (u. m.) box brained headed hearted hold #man -minded (u. m.) room <b>stub</b> #nail #pen runner -toed (u. m.) <b>stubble</b> #crop #field -mulch (u. m.) <b>stubborn</b> hearted minded <b>stucco</b> -fronted (u. m.) work worker <b>stuck</b> up (n., u. m.) -upper -uppish (u. m.) <b>stud</b> bolt book fish horse mare	<b>stud</b> —con. #poker #print work stuntman <b>stupid</b> head -headed (u. m.) -looking (u. m.) <b>sturdy</b> hearted -limbed (u. m.) <b>style</b> book #manual <b>style</b> (c. f.) <i>all one word</i> <b>sub</b> (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee <i>rest one word</i> <b>subject</b> #index #matter -object -objectivity <b>subter</b> (pref.) <i>all one word</i> <b>such</b> -and-such like wise <b>suck</b> -egg (n., u. m.) fish fly hole -in (n., u. m.) stone <b>sugar</b> bird #bowl cake cane -coat (v.) -coated (u. m.) -cured (u. m.) house loaf maker making plum spoon sweet #water works suitecase <b>sulfa</b> (c. f.) <i>all one word</i> <b>sulfo</b> (c. f.) <i>all one word</i> <b>sulfon</b> (c. f.) <i>all one word</i> <b>sullen</b> hearted -natured (u. m.) <b>summer</b> bird castle (naut.) -clad (u. m.) #day -dried (u. m.) -fallow (v.) house land -made (u. m.) #oil #school tide time (season) #time (daylight saying) wood <b>sun</b> -baked (u. m.) bath -bathed (u. m.)	<b>sun</b> —con. beam beamed bird blind #blindness bonnet bow break burn burned burst -cured (u. m.) dial dog down -dried (u. m.) -dry (v.) fall fast fish glade glass glow #hat lamp land light lit #parlor power proof quake ray rise room scald set setting shade shine shiny -shot (u. m.) shower spot spotted stone stricken stroke struck tan #time (measure) time (dawn) up ward wise sunkland <b>sunny</b> hearted heartedness -looking (u. m.) -natured (u. m.) <b>super</b> (pref.) -Christian, etc. -superlative <i>rest one word</i> <b>supper</b> time ward <b>supra</b> (pref.) -abdominal -acromial -aerial -anal -angular -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i> <b>sur</b> (pref.) <i>all one word</i> <b>sure</b> #enough -fire (u. m.) -footed (u. m.) -slow #thing
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<b>surf</b> -battered (u. m.) bird board boat boatman bound #fish line man -swept (u. m.)	<b>swell</b> —con. head toad swelled-headed (u. m.) swept-wing (u. m.) <b>swift</b> foot -footed (u. m.) -handed (u. m.) -running (u. m.) <b>swill</b> bowl tub <b>swim</b> suit wear <b>swine</b> -backed (u. m.) bread head herd #itch pipe (bird) pox stone sty <b>swing</b> back (n., u. m.) bar #beam devil (bird) dingle #door #gate #music #shift #shifter stock -swang tree <b>swingle</b> bar tail (shark) tree <b>switch</b> back board box gear keeper like man plate plug rail tail (fish) tender #tower yard <b>swivel</b> #chair eye -eyed (u. m.) -hooked (u. m.) like #lock <b>sword</b> -armed (u. m.) bearer #belt bill #breaker craft fish fisherman fishing maker making play player proof -shaped (u. m.) smith stick tail <b>swords</b> man woman	<b>syn</b> (pref.) <i>all one word</i> <b>synchro</b> cyclotron flash mesh tron <b>Syro</b> (c. f.) -Arabian, etc. phenician systemwide  <b>T</b> -bandage -beam -bone -iron -rail -shape -shaped -square  <b>T</b> -boat -cloth -man -scale (score) <b>table</b> cloth -cut (u. m.) cutter -cutting (u. m.) fellow fellowship -formed (u. m.) land line #linen maid maker making man mate #money -shaped (u. m.) spoon spoonful talk top ware wise work (printing) <b>tachy</b> (c. f.) <i>all one word</i> <b>tag</b> -affixing (u. m.) board boat #day #end lock rag sore tail <b>tail</b> band board #coat -cropped (u. m.) #end -ender first foremost gate head -heavy (u. m.) hook lamp light piece pin pipe #plane race spin stock -tied (u. m.) twister twisting	<b>tail</b> —con. ward wind wise <b>tailor</b> bird craft -cut (u. m.) made (u. m.) man -suited (u. m.) <b>take</b> -all (n.) down (n., u. m.) -home (u. m.) -in (n., u. m.) off (n., u. m.) out (n., u. m.) over (n., u. m.) up (n., u. m.) <b>taker</b> -down -in -off -up <b>tale</b> bearer bearing book carrier monger teller telling wise <b>talk</b> fest worthy <b>talking</b> film -to (n.) <b>tail</b> boy (n.) -built (u. m.) #grass -looking (u. m.) -masted (u. m.) <b>tallow</b> -faced (u. m.) maker making man -pale (u. m.) <b>tally</b> #board #clerk ho man #room #sheet wag (fish) <b>tame</b> -grown (u. m.) hearted -looking (u. m.) -natured (u. m.) <b>tan</b> bark house wood works yard <b>tangent</b> #arc -cut (v.) -saw (v.) <b>tangle</b> fish foot -haired (u. m.) <b>tank</b> #car house maker making man room ship town	<b>tap</b> bolt dance dancer dancing holder hole house line net off (n., u. m.) -riveted (u. m.) room root rooted #shoe -tap water <b>tape</b> bound line maker making man #measure #reader #reading #sizer string -tied (u. m.) work worm <b>taper</b> bearer -fashion (u. m.) -headed (u. m.) maker making <b>tapestry</b> -covered (u. m.) #maker -making (u. m.) #work tapper-out <b>tar</b> #base board box boy -brand (v.) brush -coal (u. m.) -dipped (u. m.) man #oil #paper -paved (u. m.) pot rock (bird) -roofed (u. m.) works yard <b>tariff</b> bound maker making -protected (u. m.) #wall <b>tarpaulin</b> -covered (u. m.) #maker -making (u. m.) <b>tarso</b> (c. f.) <i>all one word</i> <b>task</b> #force master mistress setter work tattletale tauro (c. f.) <i>all one word</i> <b>tax</b> #assessor book -burdened (u. m.) #collector #dodger
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<b>tax</b> —con. eater eating -exempt (u. m.) -free (u. m.) gatherer gathering -laden (u. m.) #lien #list load man paid payer paying payment #roll #sale -supported (u. m.)	<b>teleo</b> (c. f.) <i>all one word</i> <b>tell</b> tale truth <b>telo</b> (c. f.) <i>all one word</i> <b>tempest</b> proof -rocked (u. m.) <b>temporo</b> (c. f.) -occipital <i>rest one word</i> <b>ten</b> fold penny (nail) pins <b>tender</b> #boat -faced (u. m.) foot -footed (u. m.) footish -handed (u. m.) heart hearted loin -looking (u. m.) tenement #house <b>tent</b> #caterpillar -dotted (u. m.) maker making mate pole -sheltered (u. m.) #show #stitch work worm terneplate <b>terra</b> #cotta #firma mara <b>terrace</b> -fashion (u. m.) maker work <b>test</b> #case house man #pilot room #tube <b>tetra</b> (c. f.) <i>all one word</i> <b>text</b> book man writer thanks giver giving <b>thatch</b> -roofed (u. m.) wood work <b>theater</b> goer going <b>then</b> abouts adays <b>thence</b> forth forward ward <b>theo</b> (c. f.) <i>all one word</i> <b>theologico</b> (c. f.) <i>all one word</i> <b>theory</b> less maker making monger	<b>there</b> about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with <b>thermo</b> (c. f.) <i>all one word</i> <b>thick</b> -blooded (u. m.) brained head headed lips -looking (u. m.) pated set (n., u. m.) skin skinned skull (n.) skulled -tongued (u. m.) wit -witted (u. m.) -wooded (u. m.) -woven (u. m.) <b>thief</b> craft land maker making proof <b>thimble</b> -eye (n.) -eyed (u. m.) maker -making (u. m.) man rig rigged rigger rigging -shaped (u. m.) <b>thin</b> brained -clad (u. m.) set (u. m.) skinned -voiced (u. m.) <b>thio</b> (c. f.) <i>all one word</i> <b>third</b> -class (u. m.) -degree (u. m.) #estate -hand (u. m.) #house -rate (u. m.) -rater <b>thistle</b> bird down <b>thoraco</b> (c. f.) <i>all one word</i>	<b>thorn</b> back bill bound -covered (u. m.) -set (u. m.) stone -strewn (u. m.) tail <b>thorough</b> -bind (v.) bred -dried (u. m.) fare foot going -made (u. m.) paced pin <b>thought</b> -bewildered (u. m.) #control -over (u. m.) -out (u. m.) -provoking (u. m.) sick -tight (u. m.) worthy <b>thousand</b> fold -headed (u. m.) -legged (u. m.) legs (worm) <b>thrall</b> born dom -less <b>thread</b> bare fin (fish) fish #gage -leaved (u. m.) maker making way worm worm <b>three</b> -bagger -cornered (u. m.) -dimensional (u. m.) fold folded -in-hand -master penny (nail) -piece (u. m.) -ply (u. m.) score some -spot -square -striper threshingtime <b>thrift</b> box #society <b>throat</b> band cutter cutting latch strap <b>thrombo</b> (c. f.) <i>all one word</i> <b>through</b> out put #rate #road <b>throw</b> away (n., u. m.) back (n., u. m.) -in (n., u. m.) #line off (n., u. m.) -on (n., u. m.)	<b>throw</b> —con. out (n., u. m.) over (n., u. m.) <b>thumb</b> bird #hole #index -made (u. m.) mark -marked (u. m.) nail piece print screw -shaped (u. m.) stall string sucker sucking tack worn <b>thunder</b> bearer bearing bird blast bolt burst clap cloud crack fish gust head headed peal proof shower smite (v.) squall stick stone storm strike stroke struck -voiced (u. m.) worm <b>thwart</b> man #motion ship <b>thymo</b> (c. f.) <i>all one word</i> <b>thyro</b> (c. f.) <i>all one word</i> <b>tibio</b> (c. f.) <i>all one word</i> <b>tick</b> bird #fever seed seeded tacktoe tick tock <b>ticket</b> #holder maker making #seller -selling (u. m.) #writer tidal #wave tiddlywink <b>tide</b> bound flat #gage head land maker making mark -marked (u. m.) race table -tossed (u. m.) waiter
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**tide—con.**

water  
#wave  
way  
work  
-worn (u. m.)

**tie**

back (n.)  
#band  
#bar  
#beam  
#bolt  
#cord  
-in (n., u. m.)  
#knot  
#line  
-on (n., u. m.)  
-out (n., u. m.)  
pin  
#plate  
-plater  
#post  
#rod  
#rope  
#stay  
#strap  
up (n., u. m.)  
#wall  
wig  
wigged  
**tiger**  
bird  
eye  
hearted  
#illy  
proof  
#shark  
-striped (u. m.)  
**tight**  
-belted (u. m.)  
bound  
fisted  
-fitting (u. m.)  
#joint  
lipped  
rope  
-set (u. m.)  
-tie (v.)  
wad  
wire  
work  
**tile**  
-clad (u. m.)  
#drain  
fish  
maker  
making  
-red (u. m.)  
stone  
work  
works  
wright  
yard  
**tilt**  
board  
hammer  
up (n.)  
yard  
**timber**  
-built (u. m.)  
head  
-headed (u. m.)  
jack  
land  
line  
man  
-propped (u. m.)  
#right  
#rot  
#wolf  
wood  
work  
wright  
yard  
**time**  
born  
bound  
card  
#clerk

**time—con.**

#clock  
#deposit  
-honored (u. m.)  
keep (v.)  
keeper  
killer  
killing  
lag  
#limit  
#lock  
out (n., u. m.)  
piece  
pleaser  
proof  
saver  
saving  
server  
serving  
sheet  
#signal  
-stamp (v.)  
table  
taker  
taking  
waster  
wasting  
work  
worker  
worn  
#zone  
**tin**  
-bearing (u. m.)  
bound  
#can  
-capped (u. m.)  
-clad (u. m.)  
#cow  
cup  
#fish  
foil  
foiled  
foiler  
frame  
#hat  
horn  
house  
kettle  
-lined (u. m.)  
man  
#ore  
#pail  
pan  
plate  
-plated (u. m.)  
-plating (u. m.)  
pot  
-roofed (u. m.)  
shop  
smith  
smithing  
#soldier  
spot  
stone  
type  
typer  
ware  
-white (u. m.)  
work  
worker  
working  
**tinder**  
box  
-dry (u. m.)  
**tinsel**  
-bright (u. m.)  
-clad (u. m.)  
#cloth  
-covered (u. m.)  
maker  
making  
weaver  
**tint**  
block (printing)  
#tool  
**tip**  
burn  
cart  
-curled (u. m.)

**tip—con.**

head  
-in (n., u. m.)  
man  
most  
#moth  
off (n., u. m.)  
over (n., u. m.)  
proof  
staff  
stock  
tail  
-tap  
tilt (v.)  
tilted  
tilting  
toe  
toed  
toeing  
top  
topper  
-up (u. m.)  
worn  
**tire**  
changer  
changing  
dresser  
fitter  
holder  
maker  
making  
man  
-mile  
#rack  
shaper  
smith  
some  
**tit**  
bit  
fish  
#for #tat  
lark  
man  
mouse  
**titano** (c. f.)  
*all one word*  
**tithe**  
book  
-free (u. m.)  
payer  
right  
**title**  
board  
holder  
-holding (u. m.)  
#page  
winner  
-winning (u. m.)  
**to**  
-and-fro  
day  
-do (n.)  
-morrow  
night  
#wit  
**toad**  
back  
-bellied (u. m.)  
blind  
bug  
eat (v.)  
eater  
fish  
-green (u. m.)  
head (bird)  
stone  
stool  
**toast**  
#list  
master  
mistress  
**tobacco**  
-grower  
-growing (u. m.)  
#shed  
#shop  
**toe**  
board  
cap

**toe—con.**

#dance  
#drop  
hold  
-in (n., u. m.)  
-mark (v.)  
nail  
plate  
print  
**toil**  
-beaten (u. m.)  
some  
-stained (u. m.)  
-weary (u. m.)  
worn  
**toilet**  
#mirror  
#room  
ware  
**toll**  
bar  
board  
#bridge  
#collector  
gate  
gatherer  
house  
keeper  
#line  
man  
master  
penny  
#road  
taker  
**tom**  
boy  
cat  
cod  
fool  
foolery  
piper  
tate (fish)  
-tom  
**tomb**  
stone  
-strewn (u. m.)  
**tommy**  
#bar  
cod (fish)  
gun  
#hole  
rot  
**ton**  
-hour  
-kilometer  
-mile  
-mileage  
-mile-day  
**tone**  
-deaf (u. m.)  
down (u., u. m.)  
#pattern  
-producing (u. m.)  
proof  
#quality  
up (n., u. m.)  
**tongue**  
-baited (u. m.)  
bird  
#bit  
-bound (u. m.)  
craft  
-dumb (u. m.)  
fish  
-free (u. m.)  
-lash (v.)  
#lashing  
play  
proof  
-shaped (u. m.)  
shot  
sore  
tack  
tacked  
tie  
tied  
tip  
#twister  
-twisting (u. m.)

**tongue—con.**

work  
worm  
**tool**  
bag  
#belt  
box  
builder  
building  
#cabinet  
#chest  
#designer  
dresser  
fitter  
#grinder  
-grinding (u. m.)  
#handle  
head  
holder  
holding  
house  
kit  
maker  
making  
mark  
marking  
plate  
post  
#press  
rack  
room  
#set  
setter  
slide  
smith  
#steel  
stock  
stone  
#subject  
**tooth**  
ache  
aching  
achy  
#and #nail  
bill  
-billed (u. m.)  
brush  
drawer  
drawing  
mark  
-marked (u. m.)  
paste  
pick  
plate  
powder  
proof  
puller  
-pulling (u. m.)  
-set (u. m.)  
-shaped (u. m.)  
#shell  
some  
wash  
work  
**top**  
#brass  
cap (n.)  
coat  
coated  
coating  
cutter  
#dog  
-drain (v.)  
#drawer  
dress (v.)  
dressing  
flight (u. m.)  
full  
gallant (n., u. m.)  
-graft (v.)  
hat  
-hatted (u. m.)  
heavy  
knot  
knotted  
light  
lighted  
line  
liner

<b>top</b> —con. lofty maker making man (n.) mark mast milk most notch (nonliteral) notcher piece rail rope sail -secret (u. m.) #sergeant -shaped (u. m.) side (naut.) soil stone tail (v.) #timber (naut.) work <b>topo</b> (c. f.) <i>all one word</i> topsy-turvy <b>torch</b> bearer bearing #dance fish #holder light lighted like lit man #song <b>torpedo</b> #boat #mine plane #room #tube <b>toss</b> pot up (n., u. m.) <b>touch</b> #and #go back (n., u. m.) down (n., u. m.) hole line -me-not (n., u. m.) #method pan reader stone up (n., u. m.) wood writer writing <b>tough</b> head (duck) -headed (u. m.) hearted -looking (u. m.) -skinned (u. m.) <b>tow</b> boat #car -haired (u. m.) head headed #hook line mast #net -netter path rope #team <b>tower</b> #chime -high (u. m.) house man proof	<b>tower</b> —con. -shaped (u. m.) work <b>town</b> bound -bred (u. m.) #clerk #council #crier -dotted (u. m.) folk gate goer going hall house like lot #meeting ship side site talk ward wear -weary (u. m.) woman yard <b>towns</b> boy fellow man people <b>toy</b> #dog house land maker making man shop -sized (u. m.) town <b>tracheo</b> (c. f.) <i>all one word</i> <b>trachy</b> (c. f.) <i>all one word</i> <b>track</b> barrow #brake #gage hound layer laying man mark master -mile shifter sick side walker walking way work <b>trade</b> #board bound craft #discount #dollar -in (n., u. m.) -laden (u. m.) -made (u. m.) -mark #name #school #union #unionism #unionist #wind work <b>trades</b> folk man people #union #unionism woman	<b>traffic</b> #court -mile way <b>tragico</b> (c. f.) <i>all one word</i> <b>trail</b> blazer blazing breaker maker making -marked (u. m.) side sight -weary (u. m.) wise <b>train</b> bearer bolt boy #conductor crew line load man master -mile #service shed sick stop time way yard <b>training</b> #camp #ship <b>tram</b> -borne (u. m.) car line load man rail road smith way wayman yard <b>trans</b> (pref.) alpine atlantic -Canadian, etc. pacific <i>rest one word</i> <b>transit</b> man #time <b>trap</b> ball door #drummer fall #hatch light line maker making #nest -nester rock shoot shooter shooting stick <b>travel</b> -bent (u. m.) book time -tired (u. m.) -worn (u. m.) <b>trawl</b> boat net <b>tray</b> #agriculture #cloth maker	<b>tread</b> board mill wheel <b>treasure</b> -filled (u. m.) #house -laden (u. m.) #ship #trove <b>treaty</b> bound breaker breaking maker making -sealed (u. m.) <b>tree</b> #belt -clad (u. m.) fish #frog holder hopper #line -lined (u. m.) maker making man -ripen (u. m.) scape #surgery #toad top #trunk <b>trellis</b> -covered (u. m.) work <b>trench</b> back board coat #fever foot #knife mouth #plow -plowed (u. m.) -plowing (u. m.) #warfare <b>trestle</b> board #bridge tree work <b>tri</b> (c. f.) -iodide -ply (u. m.) <i>rest one word</i> <b>tribes</b> man people <b>tribo</b> (c. f.) <i>all one word</i> <b>tricho</b> (c. f.) <i>all one word</i> <b>trick</b> proof work <b>trim</b> -cut (u. m.) -dressed (u. m.) -looking (u. m.) stone <b>trinitro</b> (c. f.) <i>all one word</i> <b>trip</b> -free (u. m.) #gear hammer #rate sill tripstone <b>triple</b> -acting (u. m.) back (sofa) -branched (u. m.) -edged (u. m.)	<b>triple</b> —con. fold #play tail (fish) -tailed (u. m.) tree (n.) <b>trolley</b> #bus #car #line maker man <b>troop</b> fowl #leader #school ship #train <b>tropho</b> (c. f.) <i>all one word</i> <b>trouble</b> -free (u. m.) -haunted (u. m.) maker making man proof shooter shooting some <b>trough</b> room way <b>trout</b> bird -colored (u. m.) -famous (u. m.) fly #stream <b>trowel</b> beak (bird) man <b>truce</b> breaker breaking maker making -seeking (u. m.) <b>truck</b> -borne (u. m.) driver #farm #garden line load man -mile owner #tractor #trailer way <b>true</b> -aimed (u. m.) #bill -blue (u. m.) born bred -eyed (u. m.) -false hearted love (n., u. m.) penny (n.) #time #value <b>trundle</b> #bed head <b>trunk</b> back fish line maker nose room #steamer way <b>truss</b> #beam bound
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<b>truss</b> —con. maker making work	<b>tune</b> —con. out (n., u. m.) up (n., u. m.)	<b>twelve</b> fold month penny (nail) score	<b>U-boat</b> U	<b>upper</b> —con. #deck #grade #hand handism most #world
<b>trust</b> breaking buster busting #company -controlled (u. m.) #fund maker man -ridden (u. m.) woman worthy	<b>tunnel</b> -boring (u. m.) maker making man -shaped (u. m.) way <b>turbo</b> (c. f.) -ram-jet (u. m.) <i>rest one word</i>	<b>twenty</b> -first fold leaf -one penny (nail) <b>twice</b> -born (u. m.) -reviewed (u. m.) -told (u. m.)	<b>ultra</b> (pref.) -a m b i t i o u s , -atomic, etc. -English, etc. -high-speed (u. m.) #valorem, #vires, etc. <i>rest one word</i>	<b>urano</b> (c. f.) <i>all one word</i> <b>uretero</b> (c. f.) <i>all one word</i> <b>urethro</b> (c. f.) <i>all one word</i> <b>uro</b> (c. f.) <i>all one word</i> <b>utero</b> (c. f.) <i>all one word</i>
<b>truth</b> -filled (u. m.) lover seeker -seeking (u. m.) #serum teller telling	<b>turf</b> bound -built (u. m.) -clad (u. m.) -covered (u. m.) man <b>turkey</b> back #buzzard #gobbler -red (u. m.) -trot <b>Turko</b> (c. f.) -Greek, etc. <i>rest one word</i>	<b>twin</b> #boat born -engined (u. m.) fold -motor (u. m.) -screw (u. m.) #ship <b>twine</b> bound -colored (u. m.) cutter holder maker making #spinner	<b>un</b> (pref.) -American, etc. called-for (u. m.) heard-of (u. m.) -ionized (u. m.) self-conscious sent-for (u. m.) thought-of (u. m.) thought-on (u. m.) <i>rest one word</i>	<b>V</b> -boat -man <b>V</b> -connection -curve -engine -neck -shaped -type <b>vacant</b> -eyed (u. m.) hearted -looking (u. m.) -minded (u. m.) <b>vagino</b> (c. f.) <i>all one word</i> <b>vain</b> glorious glory <b>valley</b> #bottom #train <b>valve</b> #gear -grinding (u. m.) -in-head (u. m.) man
<b>try</b> house -on (n., u. m.) out (n., u. m.) pot sail square works	<b>turb</b> about (n., u. m.) about-face again (n., u. m.) around (n., u. m.) back (n., u. m.) buckle cap coat cock down (n., u. m.) gate -in (n., u. m.) key off (n., u. m.) out (n., u. m.) over (n., u. m.) penny pike pin plate plow round (n., u. m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u. m.) up (n., u. m.) wrest	<b>two</b> -a-day (u. m.) -along (bookbind- ing) (n.) -decker -faced (u. m.) fold -handed (u. m.) penny (nail) -piece (u. m.) -ply (u. m.) score -seater some -spot -step (dance) -striper -suiter -thirder -up (n., u. m.) -way (u. m.) -wheeler <b>tympano</b> (c. f.) <i>all one word</i>	<b>under</b> #contract #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion <i>as prefix, one word</i> <b>uni</b> (c. f.) -univalent <i>rest one word</i> <b>union</b> #card -made (u. m.) man #shop <b>unit</b> #fraction #price -set (u. m.) <b>up</b> along (adv.) -anchor (u. m., v.) -and-coming (u. m.) #and #up beat bow coast <b>country</b> (adv., u. m.) end (v.) grade keep lift #oars -over (u. m.) patient rate river stairs state stream street swing take -to-date (u. m.) town trend turn <b>upper</b> case (printing) cased (printing) #class classman #crust cut	<b>van</b> glorious glory <b>valley</b> #bottom #train <b>valve</b> #gear -grinding (u. m.) -in-head (u. m.) man <b>van</b> #driver guard load man most ward <b>vapor</b> #bath #density -filled (u. m.) -heating (u. m.) tight <b>vase</b> maker making -shaped (u. m.) work <b>vaso</b> (c. f.) <i>all one word</i> <b>vat</b> maker making man #net <b>vegeto</b> (c. f.) <i>all one word</i> <b>vein</b> banding -mining (u. m.) #quartz stone -streaked (u. m.) wise work <b>vellum</b> -bound (u. m.) #cloth -covered (u. m.)
<b>tub</b> #butter fast fish maker making man -shaped (u. m.) #thumper <b>tube</b> -eyed (u. m.) -fed (u. m.) #generator form (u. m.) head hearted maker making man -nosed (u. m.) #plate #sheet smith work works worm <b>tuberculo</b> (c. f.) <i>all one word</i> <b>tubo</b> (c. f.) -ovarian <i>rest one word</i> <b>tuft</b> hunter hunting <b>tug</b> boat boatman #of #war <b>tulip</b> #bed grower -growing (u. m.) #mold #root wood <b>tumble</b> bug down (n., u. m.) <b>tuna</b> fish #oil <b>tune</b> maker making	<b>turned</b> -back (u. m.) -down (u. m.) -in (u. m.) -on (u. m.) -out (u. m.) -over (u. m.) turner-off <b>turret</b> #deck #gun head #ship <b>turtle</b> back dove -footed (u. m.) neck (u. m.) #shell stone	<b>type</b> case cast caster casting cutier cutting face founder foundry #genus -high (u. m.) holder #metal #page script set setter setting #species #specimen write (v.) writer writing written <b>typho</b> (c. f.) <i>all one word</i> <b>typo</b> (c. f.) <i>all one word</i> <b>tyro</b> (c. f.) <i>all one word</i>	<b>upper</b> case (printing) cased (printing) #class classman #crust cut	



<b>velvet</b> breast (bird) -crimson (u. m.) -draped (u. m.) #finish -green (u. m.) hearted maker making -pile (u. m.) work	<b>violet</b> —con. #ray -rayed (u. m.) #water wood <b>violin</b> #case maker making -shaped (u. m.) <b>viper</b> fish -headed (u. m.) <b>virtue</b> -armed (u. m.) proof wise <b>viscero</b> (c. f.) <i>all one word</i> <b>vitreo</b> (c. f.) <i>all one word</i> <b>vitro</b> (c. f.) -clarain -di-trina <i>rest one word</i> <b>vivi</b> (c. f.) <i>all one word</i> <b>volley</b> ball #fire <b>volt</b> ammeter -ampere -coulomb meter ohmmeter -second <b>volta</b> (c. f.) <i>all one word</i> <b>vote</b> -casting (u. m.) #getter -getting (u. m.) monger <b>vow</b> -bound (u. m.) breaker breaking maker making -pledged (u. m.) <b>volv</b> (c. f.) <i>all one word</i>	<b>wagon</b> —con. wayman work wright yard <b>waist</b> band belt cloth coat coated coating -deep (u. m.) -high (u. m.) line <b>waiting</b> #list #man #period #room #woman <b>walk</b> around (n., u. m.) away (n., u. m.) -on (n., u. m.) out (n., u. m.) over (n., u. m.) up (n., u. m.) way walkie-talkie <b>wall</b> bird board bound eye (n.) eyed flower #garden girt -like -painting (u. m.) paper papering piece plate -sided (u. m.) work <b>walled</b> -in (u. m.) -up (u. m.) <b>war</b> book craft #dance -disabled (u. m.) -famed (u. m.) fare head horse (nonliteral) like -made (u. m.) maker making monger mongering mouth (fish) #neurosis path plane proof ship #song -swept (u. m.) #time (clock) time (duration) -wearyed (u. m.) #weariness -weary (u. m.) work worker worn #worthiness worthy <b>ward</b> heeler maid robe room	<b>ward</b> —con. ship #walk <b>were</b> house houseman maker making man room <b>warm</b> -blooded (u. m.) -clad (u. m.) hearted house (hothouse) up (n., u. m.) warmed-over (u. m.) <b>wash</b> basin basket board bowl brush cloth -colored (u. m.) day down (n., u. m.) #drawing #goods house -in (n., u. m.) land maid man off (n., u. m.) out (n., u. m.) pot rag room #sale shed stand tail (bird) tray trough tub up (n., u. m.) way woman work <b>washed</b> -out (u. m.) -up (u. m.) <b>washer</b> man woman <b>waste</b> basket board box land leaf (bookbind- ing) making man paper #pipe #plug #product way weir wood word worker yard <b>watch</b> #bell #bill boat box case #chain #charm cry dog -free (u. m.) glass	<b>watch</b> —con. #hand house keeper maker making man mate #officer #spring tower woman word work <b>water</b> bag ballage bank bearer -bearing (u. m.) -beaten (u. m.) #beetle -bind (v.) blink #blister bloom board #body bok borne #bottle bound boy buck bug chat (bird) #closet color -colored (u. m.) -cool (v.) -cooled (u. m.) #cooler course craft #cure doe dog -drinking (u. m.) drop fall -filled (u. m.) finder flood flow fog fowl -free (u. m.) front #gaze gate head hole horse house -inch #jacket -laden (u. m.) lane leaf leave #level line -lined (u. m.) load locked log logged logger logging #main man mark master melon meter phone plane pot power
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<b>water—con.</b> #pressure proof proofed proofeer proofing quake -rot (v.) scape shed shoot sick side skin #snake -soak (v.) -soaked (u. m.) -soaking (u. m.) -soluble (u. m.) spout tight tightness #tower #tube #wagon wall #wave way #wheel wise work worker works worm worn	<b>way—con.</b> fellow #freight going house laid lay layer laying leave maker man mark mate post side -sore (u. m.) #train -up (n., u. m.) ward -wearied (u. m.) -weary (u. m.) wise worn <b>weak</b> -backed (u. m.) brained -eyed (u. m.) fish handed headed hearted -knead (u. m.) minded mouthed #side #sister <b>wealth</b> maker making monger -producing (u. m.) -proud (u. m.) <b>weapon</b> maker making proof <b>weasel</b> -faced (u. m.) skin -worded (u. m.) #words <b>weather</b> beaten blown board boarding -borne (u. m.) bound break cock #eye fish #gage glass going -hardened (u. m.) #house maker making man #map -marked (u. m.) most proof proofed proofing #signal -stain (v.) #station strip -stripped (u. m.) -stripping (u. m.) tight wise worn <b>web</b> -fingered (u. m.) foot	<b>web—con.</b> -footed (u. m.) maker making #press work worm <b>wedge</b> bill -billed (u. m.) like -shaped (u. m.) wise <b>weed</b> -choked (u. m.) -hidden (u. m.) hook killer killing <b>week</b> day end -ender -ending (u. m.) long (u. m.) -old (u. m.) work <b>weigh</b> bridge bridgeman house -in (n., u. m.) lock man master out (n., u. m.) shaft <b>well</b> -being (n.) -beloved (u. m.) -born (u. m.) -bound (u. m.) -bred (u. m.) -clad (u. m.) curb -deserving (u. m.) -doer -doing (n., u. m.) -drained (u. m.) -drilling (u. m.) -grown (u. m.) head -headed (u. m.) hole house -informed (u. m.) -known (u. m.) -looking (u. m.) maker making man -meaner -nigh (u. m.) -off (u. m.) -read (u. m.) -set-up (u. m.) side -spoken (u. m.) spring stead -thought-of (u. m.) -thought-out (u. m.) -to-do (u. m.) -wisher -wishing (u. m.) -worn (u. m.) yard <b>welt</b> geist politik schmerz #seam welterweight <b>were</b> -animal -ass bear	<b>were—con.</b> calf folk wolf <b>west</b> bound -central (u. m.) #end -faced (u. m.) going land most -northwest #side -sider ward <b>wet</b> back bird (finch) #blanket #bulb -cheeked (u. m.) -clean (v.) -nurse (v.) pack wash <b>whale</b> back -backed (u. m.) bird boat bone boned -built (u. m.) head (bird) -headed (u. m.) like man -mouthed (u. m.) #oil ship <b>wharf</b> #boat hand head holder land man master owner #rat side worker <b>what</b> abouts (n.) ever -is-it (n.) not (n.) soever -you-may-call-it (n.) <b>wheat</b> bird bug cake -colored (u. m.) ear eared -fed (u. m.) field fly grower land #pest -rich (u. m.) #rust stalk worm <b>wheel</b> band barrow base bird box bug chair -cut (u. m.) going	<b>wheel—con.</b> horse (nonliteral) house #load -made (u. m.) maker making man plate race road #scraper smith spin stitch way work -worn (u. m.) wright <b>when</b> abouts (n.) ever -issued (u. m.) soever whencesoever <b>where</b> abouts after as at by for fore from in insoever into of on over soever through to under upon with withal wherever <b>whet</b> #slate stone <b>why</b> beard -bearded (u. m.) face faced <b>which</b> ever soever whiffletree <b>whip</b> bird cord crack cracker craft -graft (v.) #hand lash maker making man -marked (u. m.) post saw sawed sawing sawyer -shaped (u. m.) #snake socket staff stalk stall stick stitch stock tail
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<b>whip</b> —con. -tailed (u. m.) -tom-kelly (bird) worm	<b>whole</b> -headed (u. m.) hearted #hog -hogger #number sale saler -skinned (u. m.) some -souled (u. m.) -spirited (u. m.) #stitch #wheat #works <b>whom</b> so soever whooping #cough <b>wicker</b> ware work -woven (u. m.) <b>wicket</b> keeper keeping <b>wide</b> -angle (u. m.) -awake (u. m.) #gage -handed (u. m.) hearted mouthed -open (u. m.) spread -spreading (u. m.) work <b>widow</b> #bird hood maker man <b>width</b> way wise <b>wife</b> bound hood killer -ridden (u. m.) <b>wig</b> maker making tail wag wagger <b>wild</b> #boar cat (n.) catter -eyed (u. m.) fire fowl -grown (u. m.) #land life #man wind wood <b>will</b> -less maker making -o'-the-wisp power -strong (u. m.) willinghearted <b>willow</b> -grown (u. m.) like -shaded (u. m.) ware worm <b>wilt</b> #disease -resistant (u. m.) <b>wind</b> bag bagged	<b>wind</b> —con. bagger ball blown borne bound brace bracing break -breaker breaking broach broken burn catcher -chapped (u. m.) clothes #cloud #cone #drift fall fallen fast #fertilization -fertilized (u. m.) firm fish flow #force gall -galled (u. m.) #gage hole house -hungry (u. m.) #instrument jammer jamming lass load mill pipe -pollinated (u. m.) #pollination power proof #puff #pump #resistance -rode (u. m.) row screen -shaken (u. m.) shield shock side #sleeve #sock stop storm sucker sucking swept throw tight #tunnel up (n., u. m.) ward way worn <b>winder</b> -on #rod <b>window</b> breaker -breaking (u. m.) -cleaner -cleaning (u. m.) #dresser -dressing (u. m.) #envelope #glass maker making man pane peeper #shade -shop (v.)	<b>window</b> —con. #shopper -shopping (u. m.) #work <b>wine</b> bag ball bibber bibbing -black (u. m.) #cask #cellar -colored (u. m.) conner -drinking (u. m.) glass glassful grower growing -hardy (u. m.) house maker making #measure pot #press -red (u. m.) seller shop skin taster tester vat wise <b>wing</b> band bar #bay beat bolt bone borne bow #car #case #cell #chair #collar cut #dam #deck fish #flap -footed (u. m.) handed #jam load -loading (u. m.) -loose (u. m.) man #net nut over (n., u. m.) #pad piece #plow power #rail #resistance #sac #screw seed -shaped (u. m.) #shell -shot (u. m.) #slot span spread -swift (u. m.) #tie tip top #wall -weary (u. m.) wide <b>winter</b> -beaten (u. m.) bound -clad (u. m.)	<b>winter</b> —con. -fallow (v.) -fed (u. m.) feed #green (color) green (plant, etc.) -hardy (u. m.) kill killed killing -made (u. m.) #oats proof #rye -sown (u. m.) tide time #wheat -worn (u. m.) <b>wire</b> bar bird borne bound -caged (u. m.) #cloth -cut (u. m.) cutter cutting dancer dancing draw (v.) drawer drawing drawn #edge -edged (u. m.) #gage hair (dog) -haired (u. m.) house less #line maker making man #mark photo puller pulling #recorder #rope smith spun stitch -stitched (u. m.) #stitcher -stitching (u. m.) tail (duck) -tailed (u. m.) tap tapped tapper tapping walker walking way work worker working works worm -wound (u. m.) <b>wise</b> acre crack cracked cracker cracking head (n.) -headed (u. m.) hearted -spoken (u. m.) wishbone <b>witch</b> #burner craft #doctor #hazel
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<b>witch—con.</b>	<b>wood—con.</b>	<b>word—con.</b>	<b>world—con.</b>	<b>X</b>
#hunt	lot	-clad (u. m.)	maker	-body
#hunter	man	#class	making	-disease
-hunting (u. m.)	#nymph	craft	#politics	-ray
man	-paneled (u. m.)	craftsman	#power	-virus
#moth	#paper	-deaf (u. m.)	proof	X-shaped
work	pecker	jobber	quake	<b>xantho</b> (c. f.)
<b>with</b>	pile	list	-self	<i>all one word</i>
draw	-planing (u. m.)	maker	-weary (u. m.)	<b>xeno</b> (c. f.)
drawal	print	making	wide	<i>all one word</i>
drawer	pulp	man	wise	<b>xero</b> (c. f.)
drawing	ranger	manship		<i>all one word</i>
hold	-rip (bird)	monger	<b>worm</b>	<b>xylo</b> (c. f.)
holding	rock	mongering	-eaten (u. m.)	<i>all one word</i>
in	#rot	-perfect (u. m.)	-eating (u. m.)	
indoors (adv.)	shed	#picture	#gear	<b>Y</b>
out	shop	play	hole	-chromosome
outdoors (adv.)	side	seller	holed	-potential
stand	skin	slinger	proof	<b>Y</b>
<b>wither</b>	stock	slinging	-riddled (u. m.)	-joint
band	stone	smith	-ripe (u. m.)	-level
tip	#stove		seed	-shaped
-wring (u. m.)	#thrush	<b>work</b>	shaft	-track
<b>within</b>	#tick	aday (n., u. m.)	#wheel	-tube
-bound (u. m.)	turner	-and-turn (u. m.)	wood	<b>worn</b>
-named (u. m.)	-turning (u. m.)	away (n., u. m.)	down (u. m.)	down (u. m.)
ward	wall (bird)	bag	out (u. m.)	out (u. m.)
<b>woe</b>	-walled (u. m.)	basket	outness	worrywart
begone	wind (music)	bench	<b>worth</b>	while (n., u. m.)
-laden (u. m.)	work	book	#while (adv.)	whileness
worn	worker	box	whileness	
<b>wolf</b>	working	#cure	<b>wrap</b>	around (n., u. m.)
-eyed (u. m.)	worm	day	-up (n., u. m.)	-up (n., u. m.)
#fish	yard	-driven (u. m.)	whileness	<b>wreath</b>
hound	<b>wooden</b>	fellow		-crowned (u. m.)
pack	head (n.)	folk		maker
skin	headed	#force		making
<b>woman</b>	-hulled (u. m.)	girl		work
folk	ware	hand		<b>wreck</b>
hearted	-weary (u. m.)	-hardened (u. m.)		#buoy
hood	#wedding	horse		fish
kind	woodsman	-hour (u. m.)		-free (u. m.)
like	<b>wool</b>	house		master
power	#clip	housed		<b>wring</b>
#suffrage	fell	load		bolt
#suffragist	#flock	man		staff
womenfolk	gatherer	manlike		<b>wrist</b>
<b>wonder</b>	gathering	manship		band
land	grader	master		bone
-stricken (u. m.)	grower	out (n., u. m.)		drop
strong	growing	pan		fall
-struck (u. m.)	head	people		lock
work	-laden (u. m.)	piece		pin
worker	-lined (u. m.)	place		plate
working	man	room		watch
worthy	pack	sheet		work
<b>wood</b>	packer	shoe		<b>write</b>
#alcohol	press	shop		in (n., u. m.)
bark (color)	shearer	-shy (n., u. m.)		off (n., u. m.)
bin	shearing	-shyness		up (n., u. m.)
bined	shears	#song		<b>writing</b>
block	shed	space		#desk
#borer	skin	spacing		#room
bound	sorter	-stained (u. m.)		<b>wrong</b>
box	sorting	stand		doer
-built (u. m.)	sower	stone		doing
-cased (u. m.)	#stapler	table		-ended (u. m.)
chat (bird)	stock	time		#font
chipper	washer	up (n., u. m.)		headed
chopper	#waste	ways		hearted
chuck	wheel	-weary (u. m.)		-minded (u. m.)
cock	-white (u. m.)	week		-thinking (u. m.)
craft	winder	wise		<b>wrought</b>
craft	work	woman		#iron
cut	worker	yard		-up (u. m.)
cutter	working	<b>working</b>		bill
cutting	<b>woolly</b>	#card		-billed (u. m.)
#engraver	-coated (u. m.)	#day		-faced (u. m.)
#engraving	-headed (u. m.)	#load		-looking (u. m.)
#fiber	-looking (u. m.)	man		mouth (fish)
fish	-white (u. m.)	#room		-mouthed (u. m.)
grub	<b>word</b>	woman		neck
hole	-blind (u. m.)	<b>world</b>		-set (u. m.)
horse	book	beater		tail (bird)
house	bound	beating		
hung (u. m.)	builder	-conscious (u. m.)		
jobber (bird)	building	#consciousness		
land	catcher	#line		
-lined (u. m.)	catching			

<b>young</b>	<b>youth</b>	<b>Z-chromosome</b>	<b>zig</b>	<b>zoologico (c. f.)</b>
-eyed (u. m.)	like	<b>zebra</b>	zag	<i>all one word</i>
-headed (u. m.)	tide	fish	zagged	<b>zygo (c. f.)</b>
hearted	<b>yule</b>	like	<b>zinc</b>	<i>all one word</i>
-ladylike	#log	<b>zero</b>	-coated (u. m.)	<b>zygomatoco (c. f.)</b>
-looking (u. m.)	tide	axial	#etching	-orbital
-manlike		#beat	-white (u. m.)	<i>rest one word</i>
-old		-dimensional (u. m.)	<b>zoo (c. f.)</b>	<b>zymo (c. f.)</b>
-womanhood	Z-bar	#hour	<i>all one word</i>	<i>all one word</i>

Plant  
Names

Punctua-  
tion

Abbrevia-  
tions

Numerals

Italic

Signs and  
Symbols





## 8. PLANT NAMES

8.1. The following list of plant names, some of which vary in form from those given in Webster's New International Dictionary, has been compiled with the cooperation of the Department of Agriculture.

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 17.) However, in plant names, if the capital letter is retained, either the hyphenated or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e. g., creeping-charlie, jack-in-a-box, and brown-eyed-susan.

8.3. The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

8.4. To indicate preferred usage, there are also included adjective forms, such as nightblooming, straightstem, threecolor, two-wing, etc., not by themselves plant names.

8.5. Except as indicated in the list, plant names ending in *bone*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, and such one-word forms were excluded from the list.

Aarons-beard	barnyard #grass	blackfoot	bog-rosemary
addersmouth	barrenground	blackhaw	bonytip
adderstongue	barren-strawberry	blackjoint	bouncing-bet
adzuki	bastardbox	blacklaurel	bowbells
African-violet	batteredock	black-mangrove	bowstring-hemp
airpotato	baycedar	black #medic	boxelder
alfilaria	beakrush	blackpurple	bracken
alpencrest	bearcabbage	blackspot	brassbuttons
Alpine-azalea	bearmat	blackstem	Brazilian-cherry
Amazon-lily	bearstail	black-salsify	brickred
anatto-tree	beavertail	bladder #campion	bricktimber
angel-trumpet	bedstraw	bladder-senna	bridal-veil
antelope-brush	beebalm	bladeapple	bridalwreath
Apache-plume	beechdrops	blazing-star	brighteyes
apple-of-Peru	beefsteak-plant	bleedingheart	Brisbane-box
Arab-primrose	bee-sage	blistercrest	bristlecone
arar-tree	beggarticks	bloodball	bristletooth
arborvitae	belladonna-lily	bloodred	bronzebells
arrow-arum	bigcone-spruce	bloodtwig	broomcorn
asparagus-bean	bigfruit	bloodvein	broom-crowberry
atamasco-lily	bigmoon	blowwives	broomrape
Australian-pea	bigstem	blueback	broomsedge
autumn-crocus	bigtooth	bluebead	broomstraw
avalanche-lily	bird-in-the-bush	bluebeard	brown-eyed-susan
awl-leaf	bird-of-paradise-flower	bluebell-creeper	Browns (lily, etc.)
	birdpepper	bluebells	brownstain
	birdseye	blueblossom	brownstem
	birdsfoot	bluebunch	brush-cherry
	birdsnest	bluecrown	brushtip
	bishopscap	bluecurls	buckbeard
	bishopshood	blueclicks	buckeye
	bittercrest	blue-eyed-grass	buckhorn
	bittersweet	blue-eyed-mary	buckwheat
	bittervetch	blueflag	buckwheat-tree
	blackbead	bluegreen	buffalo-bur
	blackberry-lily	bluejoint	bullfist
	blackbox	bluebells	bullfoot
	black-bryony	bluestar	bullhoof
	blackbud	bluestem	bullhorn
	black-cala bash	bluetop	bullnettle
	black-eyed-susan	bog-orchid	bullthistle

bunnymouth	Christ-eye	deathcamas	fieldcress
burclover	Christ-thorn	deerhair	fieldmadder
burdock	Christmas-rose	deerstongue	figmarigold
bur-marigold	cigarbox-cedar	deervetch	finetooth
bur-ragweed	cinquefoil	desertbeauty	fremoss
burreed	cleavers	desertcandle	firepink
bur-sage	cliffbrake	desertholly	fishhooks
bur-snakeroot	cliffrose	desertprimrose	fishpoison-tree
bushclover	cloth-of-gold	desertwillow	fiveblade
bush-cranberry	cloven-lip	devilsclaw	fivecoil
bush-honeysuckle	clubmoss	devilsclub	fivefinger
bushmint	cluster-amaryllis	devils-paintbrush	fivestamen
bushpepper	cobbersthumb	devils-pincushion	flamboyant-tree
bushpoppy	cocaine-tree	devils-shoestring	flamepoppy
bushrope	cockscornb-yam	devilstongue	flameray
butchersbroom	cocks-eggs	devils-walkingstick	flat-sedge
butter-and-eggs	cocoplum	Diels (cottonaster, etc.)	floatingheart
butter #bean	comfrey	dimplecone	flotop
butterbough	conehead	ditchfoot	Florida-boxwood
butterfly-pea	confederate-jasmine	ditch-sunflower	flowerence
butter-rose	coontail	dock	flowering-rush
buttonball	cootamundra	dogbrier	flower-of-an-hour
buttonclover	coppertip	dogfennel	flower-of-Jove
button-snakeroot	coralbell	dogtail	fogfruit
	coralblow	doublefile	fourcolor
	coraldrops	doubleflowering	four-o'clock
cajuput-tree	corkwing	doubleray	fourstamen
calabash-tree	corneockle	doubletooth	fourwing
calaba-tree	cornelian-cherry	Douglas-fir	foxchop
calamondin	corn-marigold	dovefoot	foxfoot
calkill	cornsalad	doveplum	foxglove
California-laurel	cotton-sedge	dracena	foxtail #grass
California-nutmeg	cottonthistle	dragonhead	Franciscan-nightshade
California-poppy	Coventry-bells	duckpotato	fringebell
camphor-tree	cowcockle	duncecap	fringe-orchid
canarybalm	cowheel	dusty-miller	frogbit
candlenut-tree	cowitch	Dutchmans-breeches	frogfoot
candytuft	cowparsley	Dutchmans-pipe	fullers #teasel
canistel	cowparsnip	dwarf-dandelion	fullmoon
Canterbury-bells	cowpea		
canyon-poppy	cowslip		
cape-cowslip	cowtongue	eardrops	gallwind
cape-gooseberry	cowwheat	earthgall	garambullo
cape-honeysuckle	crabapple	earthstar	gayfeather
cape-jasmine	cradle-orchid	earthtongue	gaywings
cape-marigold	cranberry-gourd	Easter-bells	ghostpipe
cape-pondweed	cranesbill	Eca (rose, etc.)	giantfennel
cape-weddingflower	crape-jasmine	elephanthead	giantgroundsel
Carolina-jessamine	crapemyrtle	elkslip	gill-over-the-ground
Carolina-vanilla	crawfoot	epaulette-tree	giltedge
cassabanana	creamcups	evening-primrose	globe-amaranth
cassiabark-tree	creamfruit	evening-snow	globe-cone
cassiaflower-tree	creamsacs	evening-star	globedaisy
castor-aria	creeping-charlie	evergold	globemallow
catbrier	creeping-devil	evergreen-grape	globethistle
catchfly-gentian	creeping-jenny	everlasting	globe-tulip
catclaw	Cretan-mullein	eyebalm	gloriosa
catjang-pea	cricketbat	eyebright	glorybower
cats-ear	crimson-eye		goatsbeard
catsfoot	crimson-flag		goatsrue
cattail	crocos	fairybells	goldband
cavenia	crowfoot	fairywand	goldbeard
celandine-poppy	crownbeard	fall-daffodil	goldblotch
chaff-flower	crowndaisy	fall-dandelion	golddust
chainfern	crown-imperial	false-arborvitae	gildedge
chalice-vine	crownvetch	false-azalea	golden-aster
chaste-tree	crowpoison	false-camomile	goldenback
checkerbloom	crucifixion-thorn	false-carrot	goldenball
checkermallow	crystal-tea	false-dragonhead	goldenbeard
cherryblossom	cucumber-root	falseflax	goldenbowl
cherry-laurel	culvers-physic	false-hellebore	goldchain
cherry-orange	Cupids-dart	false-indigo	goldenclub
cherrystone	custard-apple	false-mastic	golden-eyed-grass
chickpea	cutcollar	false-mesquite	goldenfeather
chicory	cypresspine	false-olive	goldenfleece
Childs (gladiolus, etc.)		false-spirea	goldenglow
Chile-ageratum	Dallis (grass, etc.)	false-tamarix	goldenlarch
Chile-bells	dames (rocket, etc.)	false-yarrow	goldenlocks
Chile-guava	dammarpine	fanscale	goldenmoon
Chile-jasmine	danesblood	farewell-to-spring	goldenpert
Chile-nettle	darkeye	featherfleece	goldenplume
Chiloe (strawberry, etc.)	darling-plum	featherfoil	goldenrain-tree
China-aster	dasheen	feather-hyacinth	goldenrod
China-fir	dateplum	featherpetal	goldenseal
China-laurel	datil	feathertop	golden-shower
Chinese-houses	dawnrose	fernbrake	goldenstar
Chinese-poppy	dayglow	fernsaw	goldentop
chokecherry	deadnettle	fernspray	goldentuft
		feterita	goldentwig



- goldenwave  
goldenyellow  
gold-eye-grass  
goldfields  
goldhair  
Goldie (fern, etc.)  
goldmoss  
goldspot  
goldstripe  
goldthread  
goldtip  
goldtwig  
goldvein  
good-King-Henry  
gooseberry-tree  
goosefoot  
goosetongue  
grains-of-paradise  
grape-hyacinth  
grass-pink  
grasswidow  
gravel-bind  
graybox  
Grays (lily, etc.)  
Greek-valerian  
greenbrier  
green-ebony  
greenfire  
greenheart  
green-net  
greenscale  
greensides  
greenstem  
greenthread  
greentwig  
greenvein  
groundcedar  
groundcherry  
ground-ivy  
groundpine  
groundsmoke  
guamachil  
Guiana-chestnut  
gumbo-limbo  
gum-myrtle  
gumbright  
guttapercha
- hairyhead  
halfhigh  
halfmoon  
halfskirt  
hardbeam  
hardhack  
hard-iron  
hardshell  
harebell  
harebottle  
hares-ear-mustard  
harestail  
hartstongue  
hawkbit  
hawksbeard  
heal-all  
healbite  
heartpetal  
hedgehog-coneflower  
hedgemustard  
hedgestraw  
henbit  
Hercules-club  
heronbill  
Hicks (yew, etc.)  
Himalaya-berry  
Himalaya-honeysuckle  
Hinds (walnut, etc.)  
hoarycress  
hogpeanut  
hogsfennel  
hollowstem  
hollyaster  
hollygrape  
honeybell  
honeybind  
honeybloom  
honeylocust  
honeysuckle
- hophornbeam  
hopsage  
hornbeam  
hornpoppy  
horsebalm  
horsechestnut  
horse-eye  
horsegentian  
horsemint  
horsenettle  
horsepipe  
horseradish  
horseradish-tree  
horsetail  
horsetail-tree  
houndstongue  
house-amaryllis  
houseleek  
hummingbird-trumpet  
hyacinth-bean  
hydrangea-vine
- llama  
incense-cedar  
India-almond  
India-elm  
India-hawthorn  
India-mulberry  
Indian-fig  
Indian-physic  
Indian-pipe  
Indian-potato  
Indian-tobacco  
Indian-warrior  
Indian-wheat  
ironhead  
ivory-leaves  
ivy-aron  
ivybells  
ivy-gourd  
ivy-vine
- jaburan  
jackfrost  
jackfruit  
jack-in-a-box  
jack-in-the-pulpit  
Jacobs-rod  
jambolan-plum  
Jersey-tea  
Jerusalem-artichoke  
Jerusalem-cherry  
Jerusalem-oak  
Jerusalem-sage  
Jerusalem-thorn  
jetbead  
jobs-tears  
joe-pye-weed  
jointfir  
jointvetch  
Josephscoat  
Joshua-tree  
Judas-tree  
jungleplum  
jungle-rice  
Jupiters-beard
- kafircorn  
karanda  
karo  
Kartaba (iris, etc.)  
kasumi (cherry, etc.)  
katsura-tree  
kauri-pine  
kei-apple  
kidneyvetch  
kittentails  
knawel  
kochia  
kohlrabi  
kolomikta  
kousa  
kudzu  
kwanso (daylily, etc.)  
kyushu (azalea, etc.)
- Labrador-tea  
jacquer-tree  
ladies-tresses  
ladybell  
ladyslipper  
ladysmantle  
ladysthumb  
lambkill  
lambquarters  
lap-love  
largetooth  
lavender-cotton  
leaf-flower  
lemon-verbena  
lignumvitae  
lilybasket  
lily-of-the-valley  
limequat  
lions-ear  
little-pickles  
live-ever  
liveforever  
liver-balsam  
living-rock  
lizardtail  
loblolly-bay  
loggerheads  
London-pride  
longbarb  
longcluster  
longlip  
Longs (grape, etc.)  
longspine  
longstalk  
longtube  
lookingglass  
loosestrife  
lords-and-ladies  
loveman  
lyonshrub
- Madden-cherry  
Madeira-bay  
Madeira-vine  
Magdalena (mock  
orange, etc.)  
mahala-mats  
maiden cane  
maidenhair-tree  
Malabar-nut  
Malabar-plum  
Malay-apple  
malu-creeper  
mame (cherry, etc.)  
mandacaru  
Mangles (everlasting,  
etc.)  
mangrove  
marestail  
Mardin (iris, etc.)  
Maries (fir, etc.)  
marcheress  
marsh-elder  
marshfire  
marshmallow  
marshmarigold  
Martens (selaginella,  
etc.)  
Mascarene (grass, etc.)  
matilija-poppy  
Matreed  
matrimony-vine  
mayapple  
maybloom  
maypear  
maypop  
Mays (brake, etc.)  
mayten  
maywings  
meadowbeauty  
meadowfoam  
meadowrue  
meadowsweet  
mealymat  
Meiwa (kumquat, etc.)  
merrybells  
Mexican-buckeye  
Mexican-clover
- Mexican-orange  
Mexican-star  
Mexican-tea  
Michaelmas-daisy  
milfoil  
milkthistle  
milkvetch  
milo  
mistmaiden  
miyama  
mock-cucumber  
mockorange  
mock-strawberry  
Molucca-balm  
mombin  
momi  
monkeycomb  
monkeypuzzle  
monkshood-vine  
monreale  
Moore's (agapanthus,  
etc.)  
moosetongue  
moraea  
morning-glory  
moso  
mosquitobill  
mosquitotrap  
moss #rose  
moth-orchid  
mountain-ash  
mountain-bluet  
mountain-dandelion  
mountainheath  
mountain-holly  
mountain-laurel  
mountain-lilac  
mountain-mahogany  
mountain-mint  
mouse-ear  
mousetail  
Moyes (rose, etc.)  
mudbank  
mullen  
mundi-root  
Mupin (cottoncaster,  
etc.)  
muskphlox  
musk #rose  
myrtle-of-the-river
- Narbonne (flax, etc.)  
narihira  
Natal-ebony  
navy #bean  
needle-and-thread  
needlerush  
netvein  
nigerhead  
nightblooming  
nightcaps  
nightjasmine  
nightphlox  
nightshade  
nightstock  
nimbwill  
ningala  
Nippon-bells  
nodfruit  
nosmart  
nutgall
- oceanspray  
Oconee-bells  
ohelo  
oldman (fern, etc.)  
onespike  
orchide  
orange-eye  
orange-jasmine  
orange-rose  
organpipe  
orobus  
Osage-orange  
otaksa  
owlclover  
oxeye-daisy

oxlip	purplecane	rosemyrtle	shepherds-purse
oxtongue	purplecone	rose-of-heaven	shootingstar
	purple-eye	rose-of-Jericho	shortbeak
painted-cup	purplelady	rosepink	shortcluster
palma #dulce	purplenet	rose-ring	shortthair
paloblanco	purplespot	roundbud	shortspine
paloverde	purplestem	round-eared	shrub-althea
pansy-orchid	purplestripe	roundheart	sidebells
papaw	purpletop	roundlobe	side-oats
pear-mulberry	purplewreath	roundtop	silk-oak
paradise-tree	pussy-ears	runningpine	silk-tassel
parrotfeather	pussypaws	Russian-olive	silk-tassel-bush
Parsons (arborvitae, etc.)	pussytoes	Russian-thistle	silverbell
partridgefoot	pussywillow		silverdust
partridgepea			silveredge
pear-hip	quakerladies	sacred-lily	silverhead
pearlfruit	Queen-Annes-lace	safron-plum	silverline
pearlstripe	queen-of-the-night	sagerose	silvermargin
peashrub	Queensland-nut	St. Augustine (grass, etc.)	silvernerv
peatpink	quickbeam	St.-Bernards-lily	silverplume
pea-tree	quill-leaf	St.-Brunos-lily	silverpurple
peegee		St.-James-lily	silverrod
pennycress	rabbitear	St. Johns (coontie, etc.)	silverstar
pennyrot	rabbiteye	St.-Johns-wort	silvervein
pennyroyal	rabbitfoot	St. Thomas tree	singhara-nut
persicary	rabbittail	salad-rocket	sixweeks
pheasanteye	ragged-robin	saltcedar	skunkcabbage
pigeonfoot	ramshead	saltmarsh	skyblue
pigeonpea	Rangoon-creeper	saltmeadow	skydrop
pigeon-wheat	rattail	salt-tree	Smalls (penstemon, etc.)
pimpernel	rattlebox	sandbar	smallclove
pinebarren	rattlesnake-plantain	sandheath	snakebeard
pinetrops	rattlesnake-root	sandhill	snakegourd
pinemat	redbay	sandmint	snakemouth
pinetap	redbead	sandmyrtle	snakepipe
pinkbells	redbox	sandplum	snajack
pinkedge	redeedar	sandreed	snowbell
pinkscale	red-devil	sandspur	snowcloud
pinkshell	redflesh	sandstay	snowdrop
pinkshower	redflowering	sandverberna	snowgarland
pinkstar	redhelmet	sappan	snowhill
pinkstem	redmaids	sapsuck-bush	snow-on-the-mountain
pinkstripe	red #oak	saskatoon	snowpoppy
pinkwax	red-osier	sassafras	snow-wreath
pin #oak	redpepper	satinpoppy	soapbloom
pinpillow	red #pine	saw-palmetto	Solomon-plume
pinpoint	redrim	sawpetal	Solomons-seal
pinxterbloom	redscale	sawtooth	sourclover
plumepoppy	redshanks	scarboro-lily	soursop
plum-pine	redshoot	scarlet-bugler	southernplume
plum-yew	redspot	scarletfunnel	sowbread
poets (narcissus, etc.)	redspray	scarletplume	sowthistle
pointvetch	redspur	scorpion-senna	Spanish-bayonet
poisonhemlock	redstem	Scotch-broom	Spanish-dagger
poison-ivy	redtip	scouring-rush	Spanish-moss
poison-oak	redtwig	scrawppine	Spanish-needles
poison-sumac	redware	screwstem	spatterdock
poisonvetch	redwool	sear-poa	spear-mint
pond-apple	red-white-and-blue- flower	sea-bean	spectacle-pod
pondcypress	Reeves (spirea, etc.)	sea-buckthorn	speedwell
ponyfoot	ricepaper-plant	seagrape	spider-orchid
poor-robins-plantain	riggut	seaholly	spiderweb
popdock	riverbank	seakale	spikeheath
popglove	Rivers (beech, etc.)	sea-lavender	spikenard
poppy-mallow	rockbeauty	seamoss	spikerush
Portugal-laurel	rockbell	sea-onion	spikesedge
possumhaw	rockbrake	seaplum	spine-data
post #cedar	rockcress	sea-urchin	spinemallow
post #locust	rockfoil	seawife	spirea
post #oak	rockhair	seedgall	spongegourd
pot #marigold	rockjasmine	selfheal	sprangletop
Potts (tritonia, etc.)	rockmat	Seneca-snakeroot	springbeauty
prairieclover	rockpurslane	senna-pea	spurgall
prairiegentian	rockrose	sensitive-pea	spurge-nettle
prairiemallow	rockspirea	setwall	spurge-olive
prairie-smoke	rockspray	sevenlobe	spur-valerian
pricklepoppy	rootspine	sevenstars	squaw-apple
prickly-ash	rosa-montana	seven-year-apple	squawcarpet
pricklypear	rosarypea	shadblow	squirlecorn
prickly-thrift	rose-acacia	shadscale	squirreltail
pricktimber	rosebay	sharplobe	squirting-cucumber
pride-of-Madeira	rosegay	sharp-scale	star-apple
primrose-willow	rosegentian	sheepfoot	starbloom
princesfeather	rosemallow	sheepkill	star-bur
princesplume	rosemary	sheep #sorrel	starfruit
puckneedle		shell #bean	starglory
puffball			star-gooseberry
purplebell			starjasmine

starlights  
 star-of-Bethlehem  
 star-thistle  
 steershead  
 sticktight  
 stiffstem  
 stinging-nettle  
 stinkbell  
 stinkhorn  
 stonebreak  
 stonecress  
 stonecrop  
 stonetail  
 stonemint  
 storksbill  
 straightstem  
 strawberry-blite  
 strawberry-tree  
 string #bean  
 sugar-apple  
 sugar #beet  
 sugarbird  
 sugarcane  
 sugar #corn  
 sugar #maple  
 sugar-root  
 summer-cypress  
 summer-fir  
 summer-hyacinth  
 summer #squash  
 summersweet  
 sundew  
 sundrops  
 sunn-hemp  
 sunray  
 sunrose  
 supplejack  
 Surinam-cherry  
 swampbay  
 swampcandle  
 swamp-laurel  
 swamp-pink  
 swamp-privet  
 swan-orchid  
 sweet-anise  
 sweetbay  
 sweetbells  
 sweetbrier  
 sweet-calabash  
 sweetclover  
 sweet #corn  
 sweetflag  
 sweetgale  
 sweetgum  
 sweetpea  
 sweetpotato  
 sweetshrub  
 sweetsop  
 sweetspire  
 sweet-sultan  
 sweetvetch  
 sweetwater  
 sweet-william  
 Syrian-privet

tailgrape  
 tanglehead  
 tangletail  
 tanoak  
 tansymustard  
 tansy-ragwort

tea-olive  
 tearthumb  
 Teas (catalpa, etc.)  
 teaselgourd  
 tea-tree  
 telegraph-plant  
 Tennessee-indigo  
 tequila  
 tether-devil  
 Texas-plume  
 thickspike  
 thimble #lily  
 thintail  
 thornapple  
 thoroughgrowth  
 thoroughstem  
 thoroughwax  
 threadstalk  
 three-awn  
 threecoil  
 threecolor  
 threelobe  
 three-seed  
 threespine  
 threetip  
 throughgrow  
 tickclover  
 tick-trefoil  
 tidemarsh  
 tigerfoot  
 tigertail  
 timberline  
 tipu-tree  
 toadflax  
 toadpipe  
 toadstool  
 tobira  
 tomatillo  
 tonka-bean  
 toringo  
 towelgourd  
 trailing-arbutus  
 travelers-joy  
 travelers-tree  
 treacle-mustard  
 treebeard  
 treehair  
 treemallow  
 treepoppy  
 tree-spirea  
 tree-tomato  
 truedwarf (box)  
 trumpetcreeper  
 tuberosa  
 tumblemustard  
 tung-oil tree  
 turbantop  
 turkymullein  
 turkeysbeard  
 Turks-cap  
 Turks-rug  
 turnip-chervil  
 turtlebloom  
 turtlehead  
 twinbloom  
 twinspur  
 twist-arum  
 twisted-stalk  
 twocolor  
 two-groove  
 two-row  
 two-wing

udo  
 umbrella-pine  
 umbrella-sedge  
 umbrella-tree  
 undergreen  
 urn #moss  
 valley-mahogany  
 Vanhoutte (elm, etc.)  
 vegetable-oyster  
 Venus-button  
 vervain  
 vi-apple  
 vinca  
 vinespinach  
 violet-bloom  
 Virginia-creeper  
 virgins-bower

wakerobin  
 walkingstick  
 walleress  
 wandering-Jew  
 waterchestnut  
 waterclover  
 watercreeper  
 watercress  
 water-elm  
 waterhemlock  
 waterhemp  
 water-hyacinth  
 waterhyssop  
 waterlemon  
 waterlettuce  
 waterlocust  
 watermarigold  
 watermeal  
 watermilfoil  
 waterparsnip  
 waterpepper  
 waterplantain  
 waterpoppy  
 waterprimrose  
 watershield  
 watershrub  
 water-snowflake  
 watersoldier  
 waterstar  
 water-stargrass  
 waterwillow  
 waxgourd  
 waxmallow  
 waxmyrtle  
 wayfaring-tree  
 weakleaf  
 weaselsnout  
 weavers-broom  
 wedgescale  
 Welsh-poppy  
 whisperingbells  
 whitebeam  
 whiteblow  
 whitebottle  
 whitebud  
 whitecedar  
 whiteclover  
 white-edge  
 white-eye  
 white-ironwood  
 whitemat

white-sapote  
 whitespike  
 whitespot  
 whitestem  
 whitestripe  
 whitetop  
 wildbergamot  
 wildcabbage  
 wild #carrot  
 wildeelery  
 wildginger  
 wildgoose  
 wild-indigo  
 wildrice  
 wildrye  
 wingstem  
 winter-aconite  
 winterbloom  
 wintercreeper  
 wintercress  
 winterfat  
 winterhazel  
 wintersweet  
 wirelettuce  
 wirestem  
 witchbells  
 witch-hazel  
 wolftail  
 woodbetony  
 wood-gossip  
 woodlandstar  
 woodnymph  
 woodruff  
 woodrush  
 Woods (rose, etc.)  
 woodsorrel  
 woodwaxen  
 woollybutt  
 woollyhead  
 woolwitch  
 woundworth  
 yangtao  
 yarrow  
 yate-tree  
 Yeddo-hawthorn  
 yellowband  
 yellowbeard  
 yellowbell  
 yellowcedar  
 yellowcress  
 yellowedge  
 yelloweye  
 yellow-eyed-grass  
 yellowflag  
 yellowflax  
 yellowfruit  
 yellowheart  
 yellownet  
 yellow-oleander  
 yellow-poplar  
 yellow-rocket  
 yellowspot  
 yellowstripe  
 yellowtip  
 yellowvein  
 yerba-buena  
 yerba-del-venado  
 yerba-santa  
 Youngs (cypress, etc.)





Punctua-  
tion

Abbrevia-  
tions

Numerals

Italo

Signs and  
Symbols





## 9. PUNCTUATION

**9.1.** Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation.

**9.2.** The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

### Apostrophe

(See Possessives and apostrophes, pp. 60-61.)

### Brace

**9.3.** The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 14.30, page 169.

Supervision of timber sales.	1-hour jobs	District 1	} 1½ hours' travel-----	Sales conducted monthly from May to July.
		District 7		
	2-hour jobs	District 6		
		District 4		
	3-hour jobs	District 2		
		District 3		
		District 5	} 2 hours' travel-----	

### Brackets

Brackets, in pairs, are used—

**9.4.** To indicate a correction, a supplied omission, an interpolation, a comment, or a caution that an error is reproduced literally.

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

I do not know. [Continues reading:]

The WITNESS. He did it that way [indicating].

Q. Do you know these men [handing witness a list]?

The bill had *not* been paid. [Italic ours.]

The statue [sic] was on the statute books.

**9.5.** In bills, contracts, etc., to indicate matter that is to be omitted.

**9.6.** In mathematics, to denote that enclosed matter is to be treated as a unit. For examples, see page 164.

**9.7.** A single bracket may be used to indicate matter overrun into an adjoining blank space.

[of all.

Till one man's weakness grows the strength

Argentina: [710

Wireless, regulations of... 93, 682, 703,

**9.8.** When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

#### Colon

The colon is used—

**9.9.** Before a final clause that summarizes preceding matter. (See also rule 9.48, p. 131.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

Railroading is not a variety of outdoor sport: it is service.

**9.10.** To introduce formally any matter that follows.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See also rule 9.48, p. 131.)

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

**9.11.** After a salutation.

MY DEAR SIR:

*Ladies and Gentlemen:*

*To Whom It May Concern:*

**9.12.** In expressing clock time.

2:40 p. m. (use thin colon)

**9.13.** After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association (single subitem runs in).

Seward Peninsula: Council district (single subitem runs in):

Northern Light Mining Co.

Wild Goose Trading Co.

**9.14.** In Biblical and other citations (full space after colon).

Luke 4: 3.

I Corinthians xiii: 13.

Journal of Education 3: 342-358.

**9.15.** In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U. S. Government Printing Office.

**9.16.** In imprints before the year (en space each side of colon).

United States

Government Printing Office

Washington : 1951

**9.17.** In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)

but 5-2-1 (when so in copy)

**9.18.** In double colon as ratio sign.

1:2::3:6 (use 9-unit center colon for single colons; thin colons to make double colon, with thin space each side of double colon)

**Comma**

The comma is used—

**9.19.** To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known; *but* he suggested that that committee be appointed.

**9.20.** Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.11, p. 128.)

He said, "Now or never."

**9.21.** To indicate the omission of a word or words.

Then we had much; now, nothing

**9.22.** After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

**9.23.** Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

**9.24.** Before *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F. R. S.*, etc.

Henry Smith, Jr.

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)

Peter Johns, F. R. S.

*but* John Smith 2d (*or* II)

**9.25.** To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

It must be remembered, however, that the Government had no guaranty.

It is obvious, therefore, that this office cannot function.

The atom bomb, which was developed at the Manhattan project, was first used in World War II.

Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.

The restriction is laid down in title IX, chapter 8, section 15, of the code.

*but:*

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

He therefore gave up the search.

**9.26.** To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.

Mr. Jones, attorney for the plaintiff, signed the petition.

Mr. Smith, not Mr. Black, was elected.

**9.27.** After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.

red, white, and blue

horses, mules, and cattle

by the bolt, by the yard, or in remnants

a, b, and c

6, 7, and 10

neither snow, rain, nor heat

2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)



**9.28.** Before the conjunction in a compound sentence if the second clause is complete with subject and predicate.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, and his sister remained with the crowd.

**9.29.** After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

**9.30.** After an interrogative clause, followed by a direct question.

You are sure, are you not?

You will go, will you not?

**9.31.** Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 9.44, p. 131.)

Chief, Division of Finance  
chairman, Committee on Appropriations  
colonel, 7th Cavalry  
president, Yale University

**9.32.** Between the name and number of an organization.

Columbia Typographical Union, No. 101

General U. S. Grant Post, No. 25

**9.33.** Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.122 and 9.123, p. 138.)

He said "four," not "five."

"Freedom is an inherent right," he insisted.

**9.34.** To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 9.38.)

4,230

50,491

1,000,000

**9.35.** After year in dates within sentence.

The reported dates of September 11, 1943, to June 12, 1944, were proved erroneous; *but* production for June 1950 was normal.

**9.36.** After postal-delivery zone number, but not before it.

Cleveland 21, Ohio

Washington 11, D. C.

The comma is omitted—

**9.37.** Between month and year in dates.

June 1938; 22d of May 1938; February and March 1938; *but* January, February, and March, 1938; January 24 A. D. 1938; 15th of June A. D. 1938; 150 B. C.; 5 January 1944 (military usage)

**9.38.** In built-up fractions, in decimals, and in serial numbers, except patent numbers.

$\frac{1}{2500}$

1.0947

page 2632

Metropolitan 9020 (telephone number)

1721-1727 St. Clair Avenue

motor No. 189463

1450 kilocycles; 1100 meters (no comma unless more than four figures; radio only)

**9.39.** Between superior figures or letters in footnote references.

Numerous instances may be cited.<sup>1 2</sup>

Data are based on October production.<sup>a b</sup>

**9.40.** Between two nouns one of which identifies the other.

The Labor Department's booklet *Infant Care* is a best seller.

**9.41.** Before ampersand (&). (For exception, see rule 16.31, p. 187.)

Brown, Wilson & Co.

**9.42.** Before a dash.**9.43.** In bibliographies, between name of publication and volume or similar number.

American Library Association Bulletin 34: 238, April 1940.

**9.44.** Wherever possible without danger of ambiguity.

\$2 gold

\$2.50 United States currency

\$3.50 Mexican

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 37

My age is 30 years 6 months 12 days

John Lewis 2d (*or* II)

Johnson of Colorado; Johnson of Texas (duplicate names of Senators or Representatives in U. S. Congress)

Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University

James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

**Dash**

The em dash is used—

**9.45.** To mark a sudden break or abrupt change in thought. (See also rule 9.78, p. 134.)

He said—and no one contradicted him—"The battle is lost."

If the bill should pass—which God forbid!—the service will be wrecked.

The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

**9.46.** To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption.

"Such an idea can scarcely be——"

"The word 'donation'——"

"The word 'dona——',"

He said: "Give me lib——"

The bill reads "repeal," not "am——"

Q. Did you see——A. No, sir.

Mr. BROWN (reading):

The report goes on to say that—

Observe this closely—

during the fiscal year \* \* \*.

**9.47.** Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

**9.48.** Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 128.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

**9.49.** After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—

That we accept the rules.

That we also publish them.

9.50. With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

9.51. Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

9.52. To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,  
Learn to labor and to wait.

—Longfellow.

Every man's work shall be made manifest.—I Corinthians 3: 13.

This statement is open to question.—GERALD H. FORSYTHE.

9.53. After a run-in sidehead. (For examples, see rule 9.91, p. 135.)

9.54. To separate run-in questions and answers in testimony. (See also rule 18.27, p. 196.)

Q. Did he go?—A. No:

The em dash is not used—

9.55. At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

9.56. Immediately after a comma, colon, or semicolon.

The en dash is used—

9.57. In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.)

exhibit 6-A  
5-20 bonds  
DC-14  
4-H Club

U-235 (atomic)  
\$15-\$20  
CBS-TV network  
AFL-CIO merger

9.58. In the absence of the word *to* when denoting a period of time.

1935-37

January-June

Monday-Friday

The en dash is not used—

9.59. For *to* when the word *from* precedes the first of two related figures or expressions.

From January 1 to June 30, 1951; *not* from January 1-June 30, 1951.

9.60. For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923-29

#### Ellipsis

(For examples, see rule 9.90, p. 135, and rule 9.111, p. 137.)

9.61. Three asterisks, separated by en quads, are used to denote an ellipsis in text; if periods are used instead of asterisks, they are also separated by en quads.

9.62. Neither asterisks nor periods are overrun alone at the end of a paragraph.

9.63. When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

9.64. A line of asterisks indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used.



**9.65.** Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

**9.66.** An extra indentation is added in indented matter.

**9.67.** If an omission occurs in the last part of a paragraph immediately before a line of stars, three stars are used, in addition to the line of stars, to indicate such an omission.

**9.68.** If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8-point and 6-point being alined with the 10-point asterisks.

**9.69.** Equalize spacing above and below a line of stars.

### Exclamation point

**9.70.** The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

What!

How beautiful!

Who shouted, "All aboard!" (Note

"Great!" he shouted. (Note omission of comma.)

omission of question mark.)

**9.71.** In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

**9.72.** In exclamations without direct address or appeal, *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

### Hyphen

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

**9.73.** To connect the elements of certain compound words. (See Compound Words, pp. 63–69.)

**9.74.** To indicate continuation of a word divided at end of a line.

**9.75.** Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

**9.76.** To indicate syllabification. (See Word Division, supplement to STYLE MANUAL. For brief description of supplement, see p. 4.)

### Parentheses

Parentheses are used—

**9.77.** To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (See also rule 9.4, p. 127.)

The CHAIRMAN (to Mr. Smith).

The CHAIRMAN (reading):

Mr. KELLEY (to the chairman).

(Objected to.)

Answer (after examining list). Yes; I do.

Q. (Continuing.)

A. (Reads:)

A. (Interrupting.)

This case (124 U. S. 329) is not relevant.

The result (see fig. 2) is most surprising.

**9.78.** To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rule 9.45, p. 131.)

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

**9.79.** To enclose an explanatory word not part of the statement.

the Erie (Pa.) News; *but* the News of Erie, Pa.

Portland (Oreg.) Chamber of Commerce; *but* Washington, D. C., schools.

**9.80.** To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

**9.81.** To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 158.)

This contract shall be completed in sixty (60) days.

**9.82.** A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

**9.83.** If a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

**9.84.** When a figure is followed by a letter in parentheses, a space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15 (a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

**9.85.** If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15 (a). When the figure is used before the letter in each paragraph—

15 (b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

**9.86.** When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

#### Period

The period is used—

**9.87.** After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

**9.88.** After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.  
May we hear from you.  
May we ask prompt payment.

**9.89.** In place of parentheses after a letter or number denoting a series.

a. Bread well baked.	1. Punctuate freely.
b. Meat cooked rare.	2. Compound sparingly.
c. Cubed apples stewed.	3. Index thoroughly.

**9.90.** Sometimes to indicate ellipsis (3 periods; use 4 periods when preceding sentence has been brought to a close). (See also rule 9.61, p. 132.)

He called . . . and left. . . . He returned the next day. (Note en space at end of first sentence.)

**9.91.** After a run-in sidehead.

*Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

**2. Peacetime preparation.**—*a.* The Chairman of the National Security Resources Board, etc.

**2. Peacetime preparation.**—*Industrial-mobilization plans.*—The Chairman of the National Security Resources Board, etc.

**2. Peacetime preparation.**—*Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

**62. Determination of types.**—*a. Statement of characteristics.*—Before types of equipment, etc.

**Steps in planning for procurement.**—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

**62. Determination of types.**—(a) *Statement of characteristics.*—Before types of, etc.

**DETERMINATION OF TYPES.**—Statement of characteristics.—Before types of, etc.

**NOTE.**—The source material was furnished.

but Source: Department of Commerce, Bureau of the Census.

**9.92.** To separate integers from decimals in a single expression.

3.75 percent                      \$3.50                      1.25 meters

**9.93.** In continental European languages, to indicate thousands.

1.317                      72.190.175

**9.94.** After abbreviations, unless otherwise specified. (See Abbreviations, p. 141.)

gal.	NE.	m. (meter)
qt.	N. Y.	kc. (kilocycle)

**9.95.** After legends and explanatory matter beneath illustrations.

**9.96.** Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a.b$  ( $a \times b$ )

**9.97.** After *Article 1, Section 1*, etc., at beginning of paragraphs. A period and en space are used after such terms.

The period is omitted—

**9.98.** In general, at the ends of lines in title pages; after center, side, and running heads; after continued lines; after boxheads of



tables; and after scientific, chemical, or other symbols. (This does not apply to abbreviation periods.)

**9.99.** After a quotation mark that is preceded by a period. (See also rule 9.123, p. 138.)

He said, "Now or never."

**9.100.** After letters used as names without specific designation.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

but Mr. A. (for Mr. Andrews). I do not want to go.

Mr. K. (for Mr. King). The meeting is adjourned.

**9.101.** After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins

Ross T McIntire

**9.102.** After a short name which is not an abbreviation of the longer form. (See also rule 10.20, p. 143.)

Alex

Ed

Sam

**9.103.** After Roman numerals used as ordinals.

George V

**9.104.** After words and incomplete statements listed in columns.

**9.105.** After explanatory matter set in 6-point under leaders or rules.

-----  
(Name)

-----  
(Address)

-----  
(Position)

**9.106.** Immediately before leaders, even if an abbreviation precedes the leaders.

#### Question mark

The question mark is used—

**9.107.** To indicate a direct query, even if not in the form of a question.

Did he do it?

He did what?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark.)

**9.108.** To express more than one query in the same sentence.

Can he do it? or you? or anyone?

**9.109.** To express doubt.

He said the boy was 8 (?) feet tall.

#### Quotation marks

Quotation marks are used—

**9.110.** To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."

He said, "John said 'No.' "

"John," said Henry, "why do you go?"

**9.111.** To enclose any matter following the terms *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*; but are not used to enclose

expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act \* \* \*."

After the word "treaty", insert a comma.

Of what does the item "Miscellaneous debts" consist?

The column "Imports from foreign countries" was not \* \* \*.

The check was endorsed "John Adamson."

It was signed "John."

Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

#### 9.112. Note quotation marks in tabular and leader work.

Account 5, "Management fees."

Under the heading "Management and operation."

Under the appropriation "Building of ships, Navy."

9.113. If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indention, and the quotation marks should be cleared.

"Rest is not quitting  
The busy career;  
Rest is the fitting  
Of self to one's sphere.

"'Tis the brook's motion,  
Clear without strife,  
Fleeing to ocean  
After its life."

—*John Sullivan Dwight.*

9.114. At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

9.115. To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

9.116. To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.25, p. 66.)

He voted for the "lame duck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

George Herman "Babe" Ruth.

9.117. Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which cases a thin space will be used. A thin space will also be used to separate double and single quotation marks.

Quotation marks are not used—

9.118. To enclose complete letters having date and signature.

9.119. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter, but indented matter in text that is already quoted carries quotation marks.

9.120. In indirect quotations.

Tell her yes.

He could not say no.

**9.121.** Before a display initial which begins a quoted paragraph.

**9.122.** The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

The President suggests that "an early occasion be sought \* \* \*."

Why call it a "gentlemen's agreement"?

**9.123.** In congressional and certain other classes of work showing amendments, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted immediately after the words "cadets, United States Coast Guard;"

Change "February 1, 1951", to "June 30, 1951".

"Insert in lieu thereof 'July 1, 1953,'."

**9.124.** When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."<sup>1</sup>

His exact words were: "The facts in the case prove otherwise."<sup>2</sup>

**9.125.** Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

#### Semicolon

The semicolon is used—

**9.126.** To separate phrases containing commas. (See also rule 9.129.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.

No, sir; I do not recall.

**9.127.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

**9.128.** To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i. e., electrical machinery and transportation equipment.

There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.



**9.129.** The semicolon is to be avoided where a comma will suffice.

Regional offices are located in New York, N. Y., Chicago, Ill., and Dallas, Tex.

**Single punctuation**

**9.130.** Single punctuation is used wherever possible without ambiguity.

124 U. S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

**Type**

**9.131.** Parentheses and brackets are set in roman, not in italic. In addition to parentheses and brackets, all other punctuation marks, including the dash, match the type of the words they adjoin. (See also rule 12.15, p. 162.)



Abbrevia-  
tions

Numerals

Italic

Signs and  
Symbols





*Just as figs in tab, words, etc. are not of reading col in table, in table leader from footnote; if you move reading col, leader from top. But text symbol not fig col.*

## 10. ABBREVIATIONS

(See also Foreign Languages; Numerals; Symbols)

**10.1.** Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

**10.2.** The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

**10.3.** However, some scientific, technical, and industrial groups have adopted definite forms of abbreviations for terms in their specialized fields, and these forms are acceptable for use in publications falling within the respective classes. This does not apply to such common abbreviations as ft. b. m., ft.-c., ft.-lb., etc., even when used in a technical connotation, nor does it apply to the omission of periods from abbreviations.

**10.4.** Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

**10.5.** Abbreviations of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.; John was graduated with a bachelor of arts degree, *not* John was graduated with a B. A. degree.

### Capitals, hyphens, periods, and spacing

**10.6.** In general, an abbreviation follows the capitalization and hyphenating of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c. o. d.

ft.-lb.

St.

**10.7.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. (See rule 10.44, p. 146.)

ECA  
RFC  
TVA

AFL  
ARC  
ASTM

but A. F. of L.  
A. T. & T.  
U. N.

### Geographic terms

**10.8.** The words *United States* are abbreviated if preceding the word *Government* or the name of a Government organization in

parentheses, brackets, footnotes, sidenotes, tables, and leaderwork; also in all cases if preceding the name of a Government vessel.

U. S. Government	U. S. National Museum
U. S. Congress	U. S. monitor <i>Nantucket</i>
U. S. Senate	U. S. S. <i>Brooklyn</i> (note abbreviation for ship)
U. S. Public Health Service	

**10.9.** The names of foreign countries, except U. S. S. R. (to avoid too long a name), are not abbreviated.

**10.10.** In other than formal usage, Canal Zone, Puerto Rico, Territory of Hawaii, Virgin Islands, and the names of States of the United States (except Idaho, Iowa, Maine, Ohio, and Utah) are abbreviated when immediately following any geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery, national forest, national park, naval shipyard, proving ground, reservation (forest, Indian, or military), or reserve or station (military or naval).

Richmond, Va.	National Naval Medical Center,
Anne Arundel County, Md.	Bethesda, Md.
Mount Rainier National Forest, Wash.	but Leavenworth freight yards, Kansas
Stone Mountain, Ga.	Altoona sidetrack, Wisconsin

#### 10.11. Approved forms of abbreviations:

Ala.	Ga.	Miss.	N. Y.	T. H.
Ariz.	Ill.	Mo.	Okla.	Va.
Ark.	Ind.	Mont.	Oreg.	V. I.
Calif.	Kans.	N. C.	Pa.	Vt.
Colo.	Ky.	N. Dak.	P. R.	Wash.
Conn.	La.	Nebr.	R. I.	Wis.
C. Z.	Mass.	Nev.	S. C.	W. Va.
D. C.	Md.	N. H.	S. Dak.	Wyo.
Del.	Mich.	N. J.	Tenn.	
Fla.	Minn.	N. Mex.	Tex.	

**10.12.** The names of other insular possessions, trust territories, *Alaska*, and *Long Island*, *Staten Island*, etc., are not abbreviated.

#### Addresses

(For use of numerals in addresses, see rule 11.12, p. 157.)

**10.13.** The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated in footnotes, sidenotes, tables, and leaderwork.

**10.14.** In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used, but *North*, *South*, *East*, and *West* are spelled out at all times.

**10.15.** The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

M Street Bridge

Ninth Avenue Building

**10.16.** The words *county*, *fort*, *mount*, *point*, and *port* are not abbreviated.

#### Descriptions of tracts of land

**10.17.** In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise meridian  
lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.  
N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian



Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34,  $W\frac{1}{2}E\frac{1}{2}$ ,  $W\frac{1}{2}$ , and  $W\frac{1}{2}SE\frac{1}{4}SE\frac{1}{4}$   
sec. 32 (with or without a township number)

10.18. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

10.19. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

#### Names and titles

10.20. The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ben	Fred	Will
Alex	Ed	Sam	

10.21. In signatures the form used by the signer must be retained.

George Wythe	Geo. Taylor
--------------	-------------

10.22. In firm names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. The word *Association* is not abbreviated.

American Telephone & Telegraph  
Co.

Maryland Steamship Co., Ltd.

Jones Bros. & Co.

Smith & Bro.

Chesapeake & Delaware Canal

Vic Sport Shop, Inc.

Hough Shade Corp.

Robert Wilson & Associates, Inc.

Fairmont Building & Loan Association

National Barrel & Drum Association

but Radio Corporation of America

10.23. The words *Company* and *Corporation* are not abbreviated in names of units of the Federal Government.

Panama Railroad Company

Commodity Credit Corporation

10.24. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp."; also, *steamship* (*SS.*) and *motorship* (*MS.*) when preceding name.

10.25. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Currier and Ives

10.26. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian name or initial.

Adj.

Adj. Gen.

Adm. (admiral)

Asst. Surg.

Brig. Gen.

Bvt. (brevet)

Capt.

Col.

Comdr.

Cpl.

C. W. O. (chief war-  
rant officer)

Ens.

1st Lt.

1st Sgt.

Gen.

Gov.

Hosp. Sgt.

Hosp. Steward

Insp. Gen.

Judge Adv. Gen.

Lt.

Lt. Col.

Lt. Comdr.

Lt. Gen.

Lt. Gov.

Lt. (jg.)

Maj.	Pvt.	Supt.
Maj. Gen.	Q. M. Gen.	Surg.
M. Sgt.	Q. M. Sgt.	Surg. Gen.
Orderly Sgt.	Rear Adm.	T2g. (technician, second grade)
Ord. Sgt. (ordnance sergeant)	S1c. (seaman, first class)	T. Sgt.
Passed Asst. Surg.	2d Lt.	Vice Adm.
Pfc. (private, first class)	Sfc. (sergeant, first class)	W. O. (warrant officer)
P. O. (petty officer)	Sgt.	W. O. (jg.)
Prof.	S. Sgt.	

**10.27.** The titles *commodore* and *commandant* are not abbreviated.

**10.28.** Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, the initials, or the title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
 Rev. Allen A. Stockdale; the Reverend Dr. Stockdale; Rev. Dr. Stockdale  
 (not Rev. Stockdale, nor the Reverend Stockdale)  
 Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman  
 Very Rev. Henry Boyd; the Very Reverend Henry Boyd  
 Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

**10.29.** The following and similar abbreviations are used after a name:

Esq., Jr., Sr.  
 2d, 3d (or II, III) (not preceded by comma)  
 Degrees: LL. D., M. A., Ph. D., etc.  
 Fellowships, orders, etc.: F. R. S., K. C. B., etc.

**10.30.** The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A. M.; but James A. Jones, Jr., Esq.  
 Ford Maddox, A. B., Ph. D., not Mr. Ford Maddox, A. B., Ph. D.  
 George Gray, M. D., not Mr. George Gray, M. D., nor Dr. George Gray, M. D.

**10.31.** *Sr.* and *Jr.* should not be used without Christian name or initials, but may be used in combination with any title.

A. K. Jones, Jr., not Jones, Jr., nor Mr. Jones, Jr.  
 President J. B. Nelson, Jr.

**10.32.** When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D. D., A. M., D. Lit.  
 T. E. Holt, C. S. C., S. T. Lr., LL. D., Ph. D.

**10.33.** In addresses, signatures, and lists of names, including leader-work but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 189.)

**Parts of publications**

**10.34.** For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

art., arts. (article, articles)  
 bull., bulls. (bulletin, bulletins)  
 ch., chs. (chapter, chapters)  
 col., cols. (column, columns)  
 fig., figs. (figure, figures)  
 No., Nos. (number, numbers)  
 p., pp. (page, pages)  
 par., pars. (paragraph, paragraphs)  
 pl., pls. (plate, plates)  
 pt., pts. (part, parts)

sec., secs. (section, sections)  
 subch., subchs. (subchapter, subchapters)  
 subpar., subpars. (subparagraph, subparagraphs)  
 subsec., subsecs. (subsection, subsections)  
 supp., supps. (supplement, supplements)  
 vol., vols. (volume, volumes)

**10.35.** The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1  
 ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

**10.36.** At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

**Terms relating to Congress**

**10.37.** For the words *Congress* and *session* in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.  
 1st sess., 82d Cong.  
 Public Law 64, 74th Cong.

**10.38.** In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H. R. 416 (House bill)  
 S. 116 (Senate bill)  
 H. Res. 5 (House resolution)  
 H. Con. Res. 10 (House concurrent resolution)  
 H. J. Res. 21 (House joint resolution)  
 S. Res. 50 (Senate resolution)  
 S. Con. Res. 17 (Senate concurrent resolution)  
 S. J. Res. 45 (Senate joint resolution)

H. Doc. 35 (House document)  
 S. Doc. 62 (Senate document)  
 H. Rept. 214 (House report)  
 S. Rept. 410 (Senate report)  
 Ex. Doc. B (Executive document)  
 Ex. F (79th Cong., 2d sess.)  
 Ex. Rept. 9 (79th Cong., 1st sess.)  
 Misc. Doc. 16 (miscellaneous document)  
 Public Res. 47

**10.39.** References to statutes in parentheses, footnotes, sidenotes, tables, and leaderwork are abbreviated as follows:

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801  
 Supp. Rev. Stat. (Supplement to the Revised Statutes)  
 Stat. L. (Statutes at Large)

**Calendar divisions**

**10.40.** Names of months (except May, June, July) followed by the day are abbreviated in tables, leaderwork, and sidenotes, as follows:

Jan.	Apr.	Sept.	Nov.
Feb.	Aug.	Oct.	Dec.
Mar.			



**10.41.** Spell out name of month occurring in parentheses or brackets in text or text footnote when not used as a citation or reference.

On January 25 (we had commenced on December 26) the work was finished.

Citation: (Op. Atty. Gen., Dec. 4, 1925)

Reference: (Congressional Record, Dec. 15, 1950, p. 25)

**10.42.** In narrow columns of tables, the names of months may be abbreviated even if standing alone.

**10.43.** The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

### Standard abbreviations

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 385-388; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 329-426.)

**10.44.** If abbreviations are required, use these forms:

a., ampere; are	ARC, American Red Cross
A., angstrom	Ariz., Arizona
AA, antiaircraft	Ark., Arkansas
AAA, antiaircraft artillery	art., article
A. B. or B. A., bachelor of arts	ASME, American Society of Mechanical Engineers
abbr., abbreviation	A. S. N., Army service number
abs., absolute; abstract	Asst. Surg., assistant surgeon
a. c., alternating current	A. s. t., Atlantic standard time
acct., account	ASTM, American Society for Testing Materials
ACTH, adrenocorticotrophic hormone	A. t., Atlantic time
A. D. (anno Domini), in the year of our Lord	Atl., Atlantic Reporter; A. (2d), Atlantic Reporter, second series
Adj., adjutant	atm., atmosphere
Adj. Gen., Adjutant General	at. wt., atomic weight
Adm., admiral	Aug., August
AEC, Atomic Energy Commission	AUS, Army of the United States
AEF, American Expeditionary Forces	avdp., avoirdupois
AF, audiofrequency	Ave., avenue
AFL or A. F. of L., American Federation of Labor	a. w. l., absent with leave
a. k. a., also known as	a. w. o. l., absent without official leave
Ala., Alabama	B., Baumé
A. L. R., American Law Reports	BAE, Bureau of Agricultural Economics
AM (no periods), amplitude modulation	bbl., barrel
A. M. (anno mundi), in the year of the world	B. C., before Christ
A. M. or M. A., master of arts	BCG (bacillus Calmette-Guérin), TB vaccine
a. m. (ante meridiem), before noon	bd.-ft., board-foot
A. M. C., American Maritime Cases	bf., boldface
Am. Dec., American Decisions	b. hp., brake horsepower
AMG, Allied Military Government	BIS, Bank for International Settlements
Am. Repts., American Reports	Blatch. Pr. Cas., Blatchford's Prize Cases
AMVETS, American Veterans of World War II; Amvet(s) (individual)	Bldg., building
antilog (no period), antilogarithm	B. Lit(t). or Lit(t). B., bachelor of literature
API, American Petroleum Institute	BLS, Bureau of Labor Statistics
APO (no periods), Army post office	Blvd., boulevard
App. D. C., District of Columbia Appeal Cases	b. m., board measure
App. Div., Appellate Division	b. o., buyer's option
approx., approximately	
Apr., April	

- b. p., boiling point  
 b. p. d., barrels per day  
 Brig. Gen., brigadier general  
 B. S. or B. Sc., bachelor of science  
 B. t. u., British thermal unit  
 bu., bushel  
 bull., bulletin  
 Bvt., brevet  
 C., centigrade  
 c., cycle (kc. only)  
 c., c., ct., cent(s)  
 ca. (circa), about; centiare  
 CAA, Civil Aeronautics Administration  
 CAB, Civil Aeronautics Board  
 Calif., California  
 c. and s. c., caps and small caps  
 Capt., captain  
 CARE, Cooperative for American Remittances to Europe  
 c. b. d., cash before delivery  
 cc., cubic centimeter  
 C. C. A., Circuit Court of Appeals  
 CCC, Commodity Credit Corporation  
 C. Cls., Court of Claims  
 C. Cls. R., Court of Claims Reports  
 C. C. P. A., Court of Customs and Patent Appeals  
 cd.-ft., cord-foot  
 C. E., Common Era  
 CEA, Council of Economic Advisers  
 Cel., Celsius  
 cf. (confer), compare  
 c. f. m., cubic feet per minute  
 C. F. R., Code of Federal Regulations  
 c. f. s., cubic feet per second  
 cg., centigram  
 ch., chapter  
 c.-h., candle-hour  
 CIA, Central Intelligence Agency  
 c. i. f., cost, insurance, and freight  
 CIO, Congress of Industrial Organizations  
 C. J. (corpus juris), body of law; Chief Justice  
 cl., centiliter  
 c. m., circular mil (wire measure)  
 cm., centimeter  
 cm.<sup>2</sup>, square centimeter  
 cm.<sup>3</sup>, cubic centimeter  
 C. O., commanding officer  
 Co., company  
 c. o. d., cash on delivery  
 Col., colonel  
 col., column  
 Colo., Colorado  
 Comdr., commander  
 Comp. Dec., Comptroller's Decisions (Treasury)  
 Comp. Gen., Comptroller General Decisions  
 con., continued  
 Conn., Connecticut  
 Corp., corporation  
 cos (no period), cosine  
 cosh (no period), hyperbolic cosine  
 cot (no period), cotangent  
 coth (no period), hyperbolic cotangent  
 cp., candlepower  
 c. p., chemically pure  
 C. P. A., certified public accountant  
 Cpl., corporal  
 c. p. m., cycles per minute  
 c. p. s., cycles per second  
 Cr., Cranch (U. S. Supreme Court Reports)  
 cr., credit; creditor  
 csc (no period), cosecant  
 csch (no period), hyperbolic cosecant  
 c. s. t., central standard time  
 Ct., court  
 c. t., central time  
 cu. ft., cubic foot  
 cu. in. or in.<sup>3</sup>, cubic inch  
 C. W. O., chief warrant officer  
 cwt., hundredweight  
 C. Z., Canal Zone  
 d., dyne; pence  
 Dall., Dallas (U. S. Supreme Court Reports)  
 DAR, Daughters of the American Revolution  
 db (no period), decibel  
 d. b. a., doing business as  
 d. b. h., diameter at breast height  
 d. c., direct current  
 D. C., District of Columbia  
 D. D., doctor of divinity  
 D. D. S., doctor of dental surgery  
 DDT, dichlorodiphenyltrichloroethane  
 Dec., December  
 Del., Delaware  
 dg., decigram  
 Dist. Ct., District Court  
 dkg., dekagram  
 dkl., dekaliter  
 dkm., dekameter  
 dkm.<sup>2</sup>, square dekameter  
 dkm.<sup>3</sup>, cubic dekameter  
 dl., deciliter  
 D. Lit(t). or Lit(t). D., doctor of literature  
 dm., decimeter  
 dm.<sup>2</sup>, square decimeter  
 dm.<sup>3</sup>, cubic decimeter  
 do. (ditto), the same  
 dol., \$, dollar  
 doz., dozen  
 DP (no periods), displaced person  
 D. P. H., doctor of public health  
 D. P. Hy., doctor of public hygiene  
 dr., debit; debtor; dram  
 Dr., doctor; drive  
 D. V. M., doctor of veterinary medicine  
 d. w. t., deadweight tons  
 dwt., pennyweight  
 E., east  
 e., erg  
 ECA, Economic Cooperation Administration  
 e. d. t., eastern daylight time  
 e. g. (exempli gratia), for example  
 EHF (no periods), extremely high frequency  
 8°, octavo



e. m. f., electromotive force	Gen., general
Ens., ensign	GI, general issue; Government issue
e. o. m., end of month	gm., gram
ERP, European recovery program	G. m. a. t., Greenwich mean astronom- ical time
e. s. t., eastern standard time	G. m. t., Greenwich mean time
e. s. u., electrostatic unit	Gov., governor
e. t., eastern time	g. p. m., gallons per minute
et al. (et alii), and others	g. p. s., gallons per second
etc. (et cetera), and so forth	gr., grain; gross
Ex. Doc. (with letter), executive docu- ment	gr. wt., gross weight
F., Fahrenheit	GSA, General Services Administration
f., farad	h., henry
f., ff. (space after preceding figure), and following page (pages)	ha., hectare
FAO, Food and Agriculture Organiza- tion	H. C., House of Commons
f. a. s., free alongside ship	h. c. f., highest common factor
FCA, Farm Credit Administration	H. Con. Res. (with number), House concurrent resolution
FCC, Federal Communications Com- mission	H. Doc. (with number), House docu- ment
FCDA, Federal Civil Defense Adminis- tration	HE (no periods), high explosive
FDA, Food and Drug Administration	HF (no periods), high frequency
FDIC, Federal Deposit Insurance Cor- poration	hg., hectogram
Feb., February	HHFA, Housing and Home Finance Agency
Fed., Federal Reporter; F. (2d), Fed- eral Reporter, second series	H. J. Res. (with number), House joint resolution
FHA, Federal Housing Administration;	H. L., House of Lords
Farmers' Home Administration	hl., hectoliter
fig., figure	HLBB, Home Loan Bank Board
1st Lt., first lieutenant	hm., hectometer
1st Sgt., first sergeant	hm. <sup>2</sup> , square hectometer
Fla., Florida	hm. <sup>3</sup> , cubic hectometer
FM (no periods), frequency modulation	Hosp. Sgt., hospital sergeant
FMB, Federal Maritime Board	Hosp. Steward, hospital steward
fº, folio	How., Howard (U. S. Supreme Court Reports)
f. o. b., free on board	hp., horsepower
4º, quarto	hp.-hr., horsepower-hour
FPC, Federal Power Commission	H. R. (with number), House bill
f. p. m., feet per minute	hr., hour
FPO (no periods), fleet post office	H. Rept. (with number), House report
f. p. s., feet per second	H. Res. (with number), House resolu- tion
F. R., Federal Register	ibid. (ibidem), in the same place
Fri., Friday	ICC, Interstate Commerce Commission
F. R. S., Fellow of the Royal Society	id. (idem), that is
FSA, Federal Security Agency	i. e. (id est), that is
F. Supp., Federal Supplement	IF (no periods), intermediate frequency
ft., foot	IFF (no periods), identification, friend or foe
ft. b. m., feet board measure	i. hp., indicated horsepower
ft.-c., foot-candle	Ill., Illinois
FTC, Federal Trade Commission	ILO, International Labor Organization
ft.-l., foot-lambert	in., inch
ft.-lb., foot-pound	Inc., incorporated
Ga., Georgia	Ind., Indiana
gal., gallon	in.-lb., inch-pound
GAO, General Accounting Office	Insp. Gen., Inspector General
GAR, Grand Army of the Republic	I O U (spaces, no periods), I owe you
GARIOA, Government and Relief in Occupied Areas	I. Q., intelligence quotient
GCA (no periods), ground control ap- proach	IRO, International Refugee Organiza- tion
g. c. d., greatest common divisor	ITO, International Trade Organization
GCI (no periods), ground control intercept	ITU, International Telecommunication Union; International Typographical Union
G. c. t., Greenwich civil time	



j., joule	mb., millibar
Jan., January	M b. m., thousand (feet) board measure
jato (no periods), jet-assisted takeoff	mc., megacycle
J. D. (jurum doctor), doctor of laws	M. C., Member of Congress
ig., junior grade	M. D., doctor of medicine
Jr., junior	Md., Maryland
Judge Adv. Gen., Judge Advocate General	MDAP, mutual defense assistance program
K., Kelvin	memo (no period), memorandum
Kans., Kansas	Mev., million electron volts
kc., kilocycle	MF (no periods), medium frequency
K. C. B., Knight Commander of the Bath	mf., millifarad
kg., kilogram	mg., milligram
kl., kiloliter	mh., millihenry
km., kilometer	Mich., Michigan
km. <sup>2</sup> , square kilometer	min., minute
km. <sup>3</sup> , cubic kilometer	Minn., Minnesota
kt., carat	Misc. Doc. (with number), miscellaneous document
kv., kilovolt	Miss., Mississippi
kv.-a., kilovolt-ampere	ml., milliliter
kw., kilowatt	Mlle., mademoiselle
kw.-hr., kilowatt-hour	mm., millimeter
Ky., Kentucky	mm. <sup>2</sup> , square millimeter
l., liter	mm. <sup>3</sup> , cubic millimeter
La., Louisiana	Mme., madame
lat., latitude	m. m. f., magnetomotive force
lb., pound	mmfd., micromicrofarad
lb. ap., pound, apothecary's	Mo., Missouri
lb. av., pound, avoirdupois	mo., month
lc., lowercase	mol. wt., molecular weight
l. c. l., less-than-carload lot	Mon., Monday
l. c. m., least common multiple	Mont., Montana
L. Ed., Lawyer's edition (U. S. Supreme Court Reports)	M. P., Member of Parliament
lf., lightface	MP (no periods), military police
LF (no periods), low frequency	m. p., melting point
LL. B., bachelor of laws	m. p. h., miles per hour
LL. D., doctor of laws	Mr., mister
loc. cit. (loco citato), in the place cited	Mrs., mistress
log (no period), logarithm	M. S., master of science
long., longitude	MS., motorship
loran (no periods), long-range navigation	MS., MSS., manuscript, manuscripts
lox (no periods), liquid oxygen	MSA, Mutual Security Agency
L. S. (locus sigilli), place of the seal	Msgr., monsignor
l. s. t., local standard time	M. Sgt., master sergeant
l. t., local time	m. s. l., mean sea level
Lt., lieutenant	m. s. t., mountain standard time
Lt. Col., lieutenant colonel	m. t., mountain time
Lt. Comdr., lieutenant commander	mμ, millimicron
Ltd., limited	μ, micron
Lt. Gen., lieutenant general	μa., microampere
Lt. Gov., lieutenant governor	μf., microfarad (one-millionth of a farad)
Lt. (jg.), lieutenant (junior grade)	μg., microgram
l. w. l., load waterline	μv., microvolt
l. w. m., low watermark	μw., microwatt
M., monsieur; MM., messieurs	μ <sup>2</sup> , square micron
m., meter; (meridies), noon	μ <sup>3</sup> , cubic micron
M (no period), thousand	μμ, micromicron (one-millionth of a micron)
ma., milliampere	μμf., micromicrofarad (one-millionth of a millionth part)
m. <sup>2</sup> , square meter	mya., myriare
m. <sup>3</sup> , cubic meter	myg., myriagram
MA, Maritime Administration	myl., myrialiter
Maj., major	mym., myriameter
Maj. Gen., major general	
Mar., March	
Mass., Massachusetts	

N., north  
 NACA, National Advisory Committee for Aeronautics  
 NATO, North Atlantic Treaty Organization  
 NBS, National Bureau of Standards  
 N. C., North Carolina  
 N. Dak., North Dakota  
 NE., northeast  
 Nebr., Nebraska  
 n. e. c., not elsewhere classified  
 n. e. s., not elsewhere specified  
 Nev., Nevada  
 N. F., National Formulary  
 N. H., New Hampshire  
 N. J., New Jersey  
 NLRB, National Labor Relations Board  
 N. Mex., New Mexico  
 No., Nos., number, numbers  
 n. o. i. b. n., not otherwise indexed by name  
 n. o. p., not otherwise provided (for)  
 n. o. s., not otherwise specified  
 Nov., November  
 NSC, National Security Council  
 n. s. p. f., not specifically provided for  
 NSRB, National Security Resources Board  
 NW., northwest  
 N. Y., New York  
 Oct., October  
 O. D., officer of the day  
 o. d., olive drab  
 OHE, Office of the Housing Expediter  
 OIT, Office of International Trade  
 O. K., O. K.'d, O. K.'ing, O. K.'s  
 Okla., Oklahoma  
 Op. Atty. Gen., Opinions of the Attorney General  
 op. cit. (opere citato), in the work cited  
 Orderly Sgt., orderly sergeant  
 Ord. Sgt., ordnance sergeant  
 Oreg., Oregon  
 oz., ounce  
 p., pp., page, pages  
 Pa., Pennsylvania  
 PA (no periods), public-address system  
 Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series  
 par., paragraph  
 Passed Asst. Surg., passed assistant surgeon  
 pct., percent  
 Pet., Peters (U. S. Supreme Court Reports)  
 pF, water energy (p, logarithm; F, frequency)  
 Pfc., private, first class  
 Ph, phenyl  
 pH, hydrogen-ion concentration  
 ph., phase  
 PHA, Public Housing Administration  
 Phar. D., doctor of pharmacy  
 Ph. B. or B. Ph., bachelor of philosophy  
 Ph. D. or D. Ph., doctor of philosophy  
 Ph. G., graduate in pharmacy

PHS, Public Health Service  
 pk., peck  
 Pl., place  
 pl., plate; plural  
 p. m. (post meridiem), afternoon  
 PMA, Production and Marketing Administration  
 P. O., petty officer  
 p. o. d., pay on delivery  
 p. o. r., pay on return  
 POW (no periods), prisoner of war  
 PP (no periods), pellagra preventive (factor)  
 PPI (no periods), plan position indicator  
 p. p. i., policy proof of interest  
 p. p. m., parts per million  
 p. q., previous question  
 P. R., Puerto Rico  
 Private Res. (with number), private resolution  
 Prof., professor  
 pro tem (pro tempore), temporarily  
 P. S. (post scriptum), postscript  
 p. s. f., pounds per square foot  
 p. s. i., pounds per square inch  
 p. s. i. g., pounds per square inch gage  
 P. s. t., Pacific standard time  
 P. t., Pacific time  
 pt., part; pint  
 PTA (no periods), parent-teachers' association  
 p. t. o., please turn over  
 Public Res. (with number), public resolution  
 Pvt., private  
 PX (no periods), post exchange  
 q., qq., question, questions  
 ql., quintal  
 Q. M. Gen., Quartermaster General  
 Q. M. Sgt., quartermaster sergeant  
 qt., quart  
 R., Reaumur  
 racon (no period), radar beacon  
 radar (no period), radio detection  
 Rd., road  
 RDB, Research and Development Board  
 REA, Rural Electrification Administration  
 Rear Adm., rear admiral  
 Rev., reverend  
 Rev. Stat., Revised Statutes  
 RF (no periods), radiofrequency  
 RFC, Reconstruction Finance Corporation  
 R. F. D., rural free delivery  
 Rh, Rhesus (blood factor)  
 R. I., Rhode Island  
 r. m. s., root mean square  
 ROTC, Reserve Officers' Training Corps  
 r. p. m., revolutions per minute  
 r. p. s., revolutions per second  
 RR., railroad  
 RRB, Railroad Retirement Board  
 Rt. Rev., right reverend  
 Ry., railway



- s., shilling  
 S., south; Senate bill (with number)  
 SACEUR, Supreme Allied Commander Europe  
 SAE, Society of Automotive Engineers  
 s. and s. c., sized and supercalendered  
 SAR, Sons of the American Revolution  
 Sat., Saturday  
 sc. (scilicet), namely (see also ss)  
 s. c., sized and calendered; small caps  
 S. C., South Carolina  
 SCAP, Supreme Commander for the Allied Powers (Japan)  
 S. Con. Res. (with number), Senate concurrent resolution  
 s. d. (sine die), without date  
 S. Dak., South Dakota  
 S. Doc. (with number), Senate document  
 SE., southeast  
 SEC, Securities and Exchange Commission  
 sec., second; section  
 sec (no period), secant  
 sec.-ft., second-foot  
 sech (no period), hyperbolic secant  
 2d, 3d, second, third  
 2d Lt., second lieutenant  
 Slc., seaman, first class  
 Sept., September  
 ser., series  
 Sfc., sergeant, first class  
 Sgt., sergeant  
 SHAPE, Supreme Headquarters Allied Powers (Europe)  
 SHF (no periods), superhigh frequency  
 shoran (no period), short range (radio)  
 s. hp., shaft horsepower  
 sic (no period), thus  
 sin (no period), sine  
 sinh (no period), hyperbolic sine  
 S. J. Res. (with number), Senate joint resolution  
 s. o., seller's option  
 sofar (no period), sound fixing and ranging  
 sonar (no period), sound navigation and ranging  
 S O S (spaces, no periods), wireless distress signal  
 s. p. (sine prole), without issue  
 SP (no periods), shore patrol  
 SPAR, Coast Guard Women's Reserve  
 sp. gr., specific gravity  
 Sq., square (street)  
 sq. in. or in.<sup>2</sup>, square inch  
 Sr., senior  
 S. Rept. (with number), Senate report  
 S. Res. (with number), Senate resolution  
 SS., steamship  
 ss (no period) (scilicet), namely (in law) (see also sc.)  
 S. S. F., standard Saybolt furol  
 S. Sgt., staff sergeant  
 SSS, Selective Service System  
 S. S. U., standard Saybolt universal  
 St., Ste., SS., Saint, Sainte, Saints  
 St., street  
 Stat. L., Statutes at Large  
 subch., subchapter  
 subpar., subparagraph  
 subsec., subsection  
 Sun., Sunday  
 Sup. Ct., Supreme Court Reporter  
 supp., supplement  
 Supp. Rev. Stat., Supplement to the Revised Statutes  
 Supt., superintendent  
 Surg., surgeon  
 Surg. Gen., Surgeon General  
 SW., southwest  
 S. W. (2d), Southwestern Reporter, second series  
 T., Tps., township, townships  
 tan (no period), tangent  
 tanh (no period), hyperbolic tangent  
 TB (no periods), tuberculosis  
 tbsp., tablespoonful  
 T. D., Treasury Decisions  
 Tenn., Tennessee  
 Ter., terrace  
 Tex., Texas  
 T. H., Territory of Hawaii  
 Thurs., Thursday  
 t. l. o., total loss only  
 t. m., true mean  
 TNT (no periods), trinitrotoluol  
 T2g., technician, second grade  
 T. Sgt., technical sergeant  
 tsp., teaspoonful  
 Tues., Tuesday  
 TV, television  
 TVA, Tennessee Valley Authority  
 Twad., Twaddell  
 2,4-D, insecticide  
 uc., uppercase  
 UHF (no periods), ultrahigh frequency  
 UMTS, Universal Military Training Service (or System)  
 U. N., United Nations  
 UNESCO, United Nations Educational, Scientific, and Cultural Organization  
 U. S., U. S. Supreme Court Reports  
 U. S. A., United States of America  
 USA, United States Army  
 USAF, United States Air Force  
 U. S. C., United States Code  
 U. S. C. A., United States Code Annotated  
 U. S. C. Supp., United States Code Supplement  
 U. S. 40, U. S. No. 40, United States Highway No. 40  
 USN, United States Navy  
 USNR, United States Naval Reserve  
 U. S. P., United States Pharmacopoeia  
 U. S. S., United States Senate; United States ship  
 U. S. S. R., Union of Soviet Socialist Republics  
 u. t., universal time  
 v., volt  
 v. or vs. (versus), against  
 Va., Virginia  
 VAR, visual-aural range  
 VHF (no periods), very high frequency



V. I., Virgin Islands	Wed., Wednesday
Vice Adm., vice admiral	wf (no periods), wrong font
VIP (no periods), very important person	Wheat., Wheaton (U. S. Supreme Court Reports)
viz (no period) (videlicet), namely	WHO, World Health Organization
VLF (no periods), very low frequency	w.-hr., watt-hour
vol., volume	w. i., when issued
Vt., Vermont	Wis., Wisconsin
W., west	WMAL, WRC, etc., radio stations
w., watt	W. O., warrant officer
WAC, Women's Army Corps; a Wac	W. O. (jg.), warrant officer (junior grade)
w. a. e., when actually employed	W. Va., West Virginia
WAF, Women in the Air Force	Wyo., Wyoming
Wall., Wallace (U. S. Supreme Court Reports)	Yale L. J., Yale Law Journal
Wash., Washington	yd., yard
WAVES, women accepted for volunteer emergency service; a Wave	yr., year

10.45. The words *infra* and *supra* are not abbreviated.

10.46. Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

#### Terms of measure

10.47. Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.

10.48. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05" N.

long. 13°21'10" E.

10.49. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

10.50. Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C., <sup>1</sup> centigrade	B., Baumé
F., Fahrenheit	API, American Petroleum Institute
Cel., Celsius	Twad., Twaddell
R., Reaumur	32° F. <sup>1</sup>
K., Kelvin	273.1° K.
abs., absolute	18° API

10.51. References to meridian in statements of time are abbreviated as follows:

10 a. m.	12 m. (noon)
2:30 p. m. (use thin colon)	12 p. m. (midnight)

10.52. The word *o'clock* is not used with abbreviations of time.

10.53. Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is *cc.*; use *cm.*<sup>3</sup> only when requested.

#### Prefixes and their meaning

m.	milli = one-thousandth (0.001)
c.	centi = one-hundredth (0.01)
d.	deci = one-tenth (0.1)
[The unit equals 1]	
dk.	deka = ten (10)
h.	hecto = one hundred (100)
k.	kilo = one thousand (1,000)

#### Metric units

m.	meter (for length)
gm.	gram (for weight or mass)
l.	liter (for capacity)

<sup>1</sup> Without figures preceding it, ° C. or ° F. (note space) should be used only in boxheads and over figure columns in tables.

<i>Length</i>		<i>Area</i>		<i>Volume</i>	
mym.	myriameter	mya.	myriare	km. <sup>3</sup>	cubic kilometer
km.	kilometer	km. <sup>2</sup>	square kilometer	hm. <sup>3</sup>	cubic hectometer
hm.	hectometer	hm. <sup>2</sup>	square hectometer	dkm. <sup>3</sup>	cubic dekameter
dkm.	dekameter	dkm. <sup>2</sup>	square dekameter	m. <sup>3</sup>	cubic meter
m.	meter	m. <sup>2</sup>	square meter	dm. <sup>3</sup>	cubic decimeter
dm.	decimeter	dm. <sup>2</sup>	square decimeter	cm. <sup>3</sup>	cubic centimeter
cm.	centimeter	cm. <sup>2</sup>	square centimeter	mm. <sup>3</sup>	cubic millimeter
mm.	millimeter	mm. <sup>2</sup>	square millimeter	μ <sup>3</sup>	cubic micron
μ	micron (0.001 mm.)	μ <sup>2</sup>	square micron		
mμ	millimicron				
<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
myg.	myriagram	ha.	hectare	myl.	myrialiter
kg.	kilogram	a.	are	kl.	kiloliter
hg.	hectogram	ca.	centiare	hl.	hectoliter
dkg.	dekagram			dkl.	dekaliter
gm.	gram			l.	liter
dg.	decigram			dl.	deciliter
cg.	centigram			cl.	centiliter
mg.	milligram			ml.	milliliter
μg.	microgram				

10.54. A similar plan of abbreviation applies to any unit based on the metric system.

a.	ampere	mho (not abbreviated)	mh.	millihenry	
A.	angstrom	ohm (not abbreviated)	μf.	microfarad (one-millionth of a farad)	
c.	cycle (kc. only)	v.	volt	μμ	micromicron (one-millionth of a micron)
d.	dyne	w.	watt		
e.	erg	kc.	kilocycle		
f.	farad	kv.	kilovolt		
h.	henry	kv.-a.	kilovolt-ampere	μμf.	micromicrofarad (one-millionth of a millionth)
j.	joule	kw.	kilowatt		
mc.	megacycle	mf.	millifarad		

10.55. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>	<i>Weight</i>
in., inch	gr., grain
ft., foot	dr., dram
yd., yard	oz., ounce
mile(s), not abbreviated	lb., pound
	cwt., hundredweight
	dwt., pennyweight
	ton(s), not abbreviated
<i>Area and volume</i>	<i>Capacity</i>
sq. in., in. <sup>2</sup> , square inch	gill(s), not abbreviated
cu. in., in. <sup>3</sup> , cubic inch	pt., pint
sq. mile(s), square mile(s)	qt., quart
cu. ft., cubic foot	gal., gallon
	pk., peck
	bu., bushel
	bbl., barrel
<i>Time</i>	
yr., year	
mo., month	
day, not abbreviated	
hr., hour	
min., minute	
sec., second	

10.56. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also Clock time, rule 11.9b, p. 156.)

2<sup>m</sup>35<sup>h</sup>3<sup>m</sup>9<sup>s</sup>4.5<sup>h</sup>

**Money**

10.57. The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)

c., ct., ¢ (cent, cents)

T£175 (Turkish)

US\$15,000

Mex\$2,650

₱ (peso)

£ (pound)

s. (shilling)

d. (pence)

£12 16s. 8d. (*not* 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 215.)



Numerals

Italo

Signs and  
Symbols



## 11. NUMERALS

(See also Tabular Work; Leaderwork)

**11.1.** Most rules for the use of numerals are based on the general principle that numerals are more readily comprehended by the reader, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

**11.2.** The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

**11.3.** Arabic numerals are generally preferable to Roman numerals.

### NUMBERS EXPRESSED IN FIGURES

**11.4.** Figures are used for isolated numbers of 10 or more.

50 ballots  
10 guns

24 horses  
nearly 10 miles

about 40 men  
10 times as large

### Numbers and numbers in series

**11.5.** Figures are used in a group of two or more related numerical expressions, even if each number is less than 10.

There were 3 committees, each consisting of 11 men.

There were 3 committees, each consisting of 5 men.

A farmer owned 8 horses and 10 cows.

A farmer owned 8 horses and 6 cows.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.

That man has 3 suits, 2 pairs of shoes, and 4 hats.

At the hearing, only 1 Senator and 1 Congressman testified.

Of the 13 engine producers, 6 were farm-equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

Only 9 of these were among the large manufacturing companies, and only 3 were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 9 men.

Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.

*but* If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

**11.6.** A unit of quantity or measurement (as defined in rule 11.9), always expressed in figures, affects the use of figures for other related or connected numerical expressions.

The 5 girls each earned 50 cents an hour.

A team of 4 men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from 2 to 5 washes and a total time of 2 to 4 hours.

There were two 6-room houses, three 4-room houses, and four 2-room cottages, and they were built by 9 men in thirty 5-day weeks.

**11.7.** Figures are used for serial numbers.

bulletin 725

document 71

pages 352-357

lines 5 and 6

paragraph 1

290 U. S. 325

Genesis 39: 20 (full space after colon)

Metropolitan 9020 (telephone number)

the year 1931

1721-1727 St. Clair Avenue

*bu* Letters Patent No. 2,189,463



### 11.8. A colon preceding figures does not affect their use.

The result was as follows: 5 voted yea, 4 dissented.

The result was as follows: nine voted yea.

### Quantities and measurements

#### 11.9. Quantities and measurements are expressed in figures.

##### a. Age:

6 years old

52 years 10 months 6 days

a 3-year-old

##### b. Clock time (see also Time):

4:30 p. m. (use thin colon)

10 o'clock *or* 10 p. m. (*not* 10 o'clock p. m.; 2 p. m. in the afternoon;  
10:00 p. m.)

half past 4

4<sup>h</sup>30<sup>m</sup> *or* 4.5<sup>h</sup>, in scientific work, if so written in copy

0025, 2359 (astronomical and military time)

##### c. Dates:

June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)

March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)

May, June, and July, 1935 (*but* June and July 1935)

15 April 1951 (military)

the 2d (*or* 3d) instant

4th of July (*but* Fourth of July, meaning the holiday)

the 1st [day] of the month (*but* the last of April or the first of May,  
*not* referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1906–38, 1931–32, 1801–2, 1875–79 are used (*but* 1895–1914, 1900–1901); for two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A. D.* precedes the year (*A. D.* 937); *B. C.* follows the year (254 *B. C.*).

##### d. Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches

silver 0.900 fine

specific gravity 0.9547

gage height 10.0 feet

*but* .30 caliber (meaning 0.30  
inch, bore of small arms);  
30 calibers (length)

##### e. Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.

latitude 49°26'14'' N.

35° 30' (spaced), land distance, etc.

a polariscopic test of 85°

45.5° to 49.5° below zero

an angle of 57°

strike N. 16° E.

dip 47° W. *or* 47° N. 31° W.

gravity 16.6° B.

25'.5 *or* 25.5', as in copy

*but* two degrees of justice; 12  
degrees of freedom

##### f. Market quotations:

4½-percent bonds

Treasury bonds sell at 95

Metropolitan Railroad, 109

gold is 109

wheat at 2.30

sugar, .03; *not* 0.03

##### g. Mathematical expressions:

multiplied by 3

divided by 6

##### h. Measurements:

7 meters

about 10 yards

8 by 12 inches

(*or* 8 x 12 inches *or* 8" x 12")

2 feet by 1 foot 8 inches by

1 foot 3 inches

1½ miles

6 acres

9 bushels

1 gallon

3 ems

20/20 (vision)

60μ

2,500 horsepower

15 cubic yards

6-pounder

80 foot-pounds

10s (for yarns and threads)

*but* tenpenny nail; fourfold;

three-ply; five votes; six

bales

**i. Money:**

\$3.65; \$0.75; 75 cents	£2 4s. 6d.
\$3 ( <i>not</i> \$3.00) per 200 pounds	T£175
75 cents apiece	65 yen
Rs.3,225,644 (Indian rupees)	₹265
2.5 francs or fr.2.5	

**j. Percentage:**

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)  
 3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28, p. 61)  
 50-50 (colloquial expression)  
 5 percentage points

**k. Proportion:**

1 to 4  
 1:62,500 (equal space each side of colon)  
 1-3-5

**l. Time (see also Clock time):**

6 hours 8 minutes 20 seconds	8 days
10 years 3 months 29 days	7 minutes
<i>but</i> four centuries; three decades	1 month

**m. Unit modifiers:**

5-day week	10-foot pole
8-year-old wine	½-inch pipe
8-hour day	

**Ordinal numbers**

**11.10.** Except as indicated in rule 11.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Also, military units, except *Army* and *Corps*, are expressed in figures at all times. (For ordinals in addresses, see rule 11.12.)

29th of May, <i>but</i> May 29	12th ward
First Congress	ninth birthday
82d Congress	66th birthday
ninth century	2d Infantry Division
20th century	323d Fighter Wing
Second Congressional District	77th Regiment
20th Congressional District	7th Task Force
seventh region	9th Naval District
17th region	<i>but</i> Tenth Army, XII Corps
eighth parallel	Court of Appeals for the Tenth
38th parallel	Circuit
fifth ward	

**11.11.** When ordinals appear in juxtaposition, and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 82d Congress.

He served in the 9th and 10th Congresses.

From the 1st to the 82d Congress.

He represented the 1st, 4th, and 13th wards.

We read the 8th and 12th chapters.

*but* The district comprised the first and second precincts.

He represented the first, third, and fourth regions.

**11.12.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes, and sidenotes, figures are used at all times, and *street*, *avenue*, etc., are abbreviated. (See also rule 10.13, p. 142.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue

**Fractions**

(For spelled-out fractions, see rule 11.28, p. 159.)

**11.13.** Piece and em fractions ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{5}{8}$ ,  $\frac{5}{16}$ ,  $\frac{1}{2954}$ ) are used in text, but the shilling mark with full-sized figures ( $1\frac{1}{4}$ ,  $1\frac{1}{2954}$ ) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

**11.14.** Fractions are used in a unit modifier.

$\frac{1}{2}$ -inch pipe

$\frac{1}{4}$ -mile run

$\frac{3}{8}$ -point rise

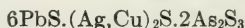
**Punctuation**

**11.15.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

**Chemical formulas**

(See also Signs and Symbols, p. 163.)

**11.16.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.

**NUMBERS SPELLED OUT**

**11.17.** Numbers are generally spelled out at the beginning of a sentence, except in Q. and A. matter in testimony, hearings, etc., where numerals are used at the beginning of a sentence for years, sums of money of \$1 or over, decimals, street numbers, and cumbersome expressions.

**11.18.** A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

**11.19.** Numbers mentioned in connection with serious and dignified subjects and in formal writing are spelled out.

the Thirteen Original States

in the year nineteen hundred and forty-four

the Seventy-eighth Congress

millions for defense but not one cent for tribute

**11.20.** Numbers expressing time, money, or measurement separated from their unit descriptions by more than 2 words are spelled out if under 10. Treat alike all numbers in groups.

two and more separate years

whether five or any number of years

*but* 5 successive years

4 calendar years

6 hard-earned dollars

5 up to 10 dollars



11.21. Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty  
 one thousand eight hundred and fifty  
 one hundred and fifty-two thousand three hundred and five  
 eighteen hundred and fifty (serial number)

11.22. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two  $\frac{3}{4}$ -inch boards  
 twelve 6-inch guns

but 120 8-inch boards

11.23. Indefinite expressions are spelled out.

the early seventies; but the  
 1870's  
 a thousand and one reasons  
 between two and three hundred  
 horses<sup>1</sup>

midthirties  
 in the eighties, not the '80's  
 nor 80's  
 but 1 to 3 million  
 mid-1951

11.24. Except as indicated in rule 11.5 (p. 155), isolated numbers less than 10 are spelled out.

six horses  
 five wells  
 eight times as large

but  $3\frac{1}{2}$  cans  
 $2\frac{1}{2}$  times

11.25. In expressing large numbers, the word *million* (or a similar larger group term) should be spelled out.

20 million  
 4 millions  
 \$2.5 billion

$25\frac{1}{2}$  million dollars; \$25 $\frac{1}{2}$  million  
 $2\frac{3}{4}$  billions; \$2 $\frac{3}{4}$  billions  
 285 million dollars; \$285 million

11.26. Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

11.27. Round numbers are spelled out.

a hundred cows  
 a thousand dollars  
 a million and a half  
 one or two millions

forty-odd people  
 one-hundred-and-odd men  
 one-hundred-odd pupils  
 two-hundred-and-fifty-fold

11.28. Fractions standing alone are generally spelled out. A fraction in figures should not be followed by *of a* or *of an*.

three-fourths of an inch; not  
 $\frac{3}{4}$  inch nor  $\frac{3}{4}$  of an inch  
 one-half inch  
 one-half of a farm; not  $\frac{1}{2}$  of a  
 farm  
 one-fourth inch;  
 or, if copy so reads:  
 three-quarters of an inch  
 half an inch  
 a quarter of an inch

one-tenth  
 one-hundredth  
 two one-hundredths  
 one-thousandth  
 five one-thousandths  
 thirty-five one-thousandths  
 but  $\frac{1}{2}$  to  $1\frac{3}{4}$  pages

<sup>1</sup> Better: Between 200 and 300 horses.

ROMAN NUMERALS

11.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCC.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	89	M.....	1,000
VI.....	6	XLV.....	45	XC.....	90	MD.....	1,500
VII.....	7	XLIX.....	49	XCV.....	95	MM.....	2,000
VIII.....	8	L.....	50	XCIX.....	99	MMM.....	3,000
IX.....	9	LV.....	55	C.....	100	MMMM or M $\overline{\text{V}}$ .....	4,000
X.....	10	LIX.....	59	CL.....	150	$\overline{\text{V}}$ .....	5,000
XV.....	15	LX.....	60	CC.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCC.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

Dates

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCC.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCC.....	1800	MCMXXX.....	1930		
MCM or MDCCCC.....	1900	MCMXL.....	1940		

Italo

Signs and  
Symbols





## 12. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

**12.1.** Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

### Emphasis, foreign words, titles of publications

**12.2.** Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

**12.3.** In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 18.29, p. 196.)

**12.4.** When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

### Names of vessels and aircraft

**12.5.** The names of vessels and aircraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels or aircraft, they will be set in roman.

the liner *America*  
the *Friendship*  
the *Bermuda Clipper*  
U. S. S. *Silversides* (submarine)  
U. S. S. *Wisconsin*  
ex-U. S. S. *Savannah*  
U. S. C. G. S. (U. S. Coast and  
Geodetic Survey) ship *Path-  
finder*  
U. S. C. G. (U. S. Coast Guard)  
cutter *Thetis*; C. G. cutter  
*Thetis*

the *U-7*  
LST *1155*  
destroyer *31*  
H. M. S. *Hornet*  
MS. (motorship) *Richard*  
*Forrestal* (proposed name of ves-  
sel)  
the *Missouri's* (roman "s")  
turret  
the *U-7's* (roman "s") deck  
*West Virginia* class or type  
but B-50 (type of plane)

**12.6.** Names of vessels are quoted in matter printed in other than lowercase roman.

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"  
*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"

### Names of legal cases

**12.7.** The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

*"The Hornet" and "The Hood,"* 124 F. (2d) 45  
*Smith v. Brown et al.*  
but SMITH *v.* BROWN ET AL. (heading)  
SMITH *v.* BROWN ET AL. (heading)

**Scientific names**

12.8. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

*Tsuga canadensis*

*Cypripedium parviflorum* var. *pubescens*

the genera *Quercus* and *Liriodendron*

the family Leguminosae

*Measurements of specimens of Cyanoderma erythroptera neocara*

12.9. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or bold-face, even if there is italic type available in the series.

**Words and letters**

12.10. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

*Resolved*, That (resolution)

*Resolved by the Senate and House of Representatives of the United*

*States of America in Congress assembled*, That

[*To be continued*] (centered; no period)

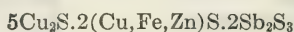
[*Continued from p. 3*] (centered; no period)

*see also* Mechanical data (index entry)

12.11. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized, but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rule 13.8, p. 163.)

$n$ th degree

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



12.12. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.13. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.14. Letters (*a*), (*b*), (*c*), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents.

12.15. Parentheses and brackets adjoining italicized words are set in roman. In italic matter, a mark of punctuation immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 9.131, p. 139.)







## 13. SIGNS AND SYMBOLS

**13.1.** The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

**13.2.** Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9), letter symbols (the letters of the alphabet, a, b, c, d, etc.), and graphic symbols (the mathematical signs +, −, ×, ÷).

**13.3.** The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

**13.4.** In mathematical and chemical equations the signs +, −, ×, and ÷ are closed against accompanying symbols. When the × is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space. Thus: Early June × Bright; × 4.

### Symbols with figures

**13.5.** The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

**13.6.** Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial c (°, μ, \$, ¢), is used before or after each figure in a group or series.

45° to 65° F., *not* 45 to 65° F.

30μ and 50μ

\$5 to \$8 price range

5'-7' long, *not* 5-7' long

3¢ to 5¢ (no spaces)

±2 to ±7

*but* § 12 (thin space)

### Letter symbols

**13.7.** Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

### Equations

**13.8.** In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

**13.9.** If an equation or a mathematical expression needs to be divided, break after plus or minus, but before equal sign.

**13.10.** A short equation in text should not be broken at the end of a line. Space out the line so that the equation will run over to the next line; or better, center the equation on a line by itself.

**13.11.** An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

**13.12.** Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.



13.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush either on the same line with the equation or on a separate line.

13.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

13.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

13.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi} = \sum_{k=0}^m {}^{\epsilon}k (A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{Xc_M}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 \rho^1 \left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}} \left\{ 2gp_1 v_1 \left(\frac{\gamma}{\gamma-1}\right) \left[1 - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left(\frac{\gamma}{\gamma-1}\right) \left[ \left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}} - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

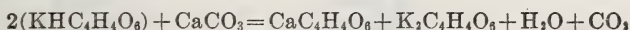
$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[ \frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{s_1 s_2} &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} + \\ &\quad 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots + \\ &\quad 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$

**Chemical symbols**

**13.17.** The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods.

*Chemical elements*

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1951]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium.....	Ac	89	227	Mercury.....	Hg	80	200.61
Aluminum.....	Al	13	26.98	Molybdenum.....	Mo	42	95.95
Americium.....	Am	95	243	Neodymium.....	Nd	60	144.27
Antimony.....	Sb	51	121.76	Neon.....	Ne	10	20.183
Argon.....	A	18	39.944	Neptunium.....	Np	93	237
Arsenic.....	As	33	74.91	Nickel.....	Ni	28	58.69
Astatine.....	At	85	210	Niobium.....	Nb	41	92.91
Barium.....	Ba	56	137.36	Nitrogen.....	N	7	14.008
Berkelium.....	Bk	97	245	Osmium.....	Os	76	190.2
Beryllium <sup>2</sup> .....	Be	4	9.013	Oxygen.....	O	8	16
Bismuth.....	Bi	83	209.00	Palladium.....	Pd	46	106.7
Boron.....	B	5	10.82	Phosphorus.....	P	15	30.975
Bromine.....	Br	35	79.916	Platinum.....	Pt	78	195.23
Cadmium.....	Cd	48	112.41	Plutonium.....	Pu	94	242
Calcium.....	Ca	20	40.08	Polonium.....	Po	84	210
Californium.....	Cf	98	246	Potassium.....	K	19	39.100
Carbon.....	C	6	12.010	Praseodymium.....	Pr	59	140.92
Cerium.....	Ce	58	140.13	Promethium.....	Pm	61	145
Cesium.....	Cs	55	132.91	Protactinium <sup>3</sup> .....	Pa	91	231
Chlorine.....	Cl	17	35.457	Radium.....	Ra	88	226.05
Chromium.....	Cr	24	52.01	Radon.....	Rn	86	222
Cobalt.....	Co	27	58.94	Rhenium.....	Re	75	186.31
Columbium (see Niobium).....				Rhodium.....	Rh	45	102.91
Copper.....	Cu	29	63.54	Rubidium.....	Rb	37	85.48
Curium.....	Cm	96	243	Ruthenium.....	Ru	44	101.7
Dysprosium.....	Dy	66	162.46	Samarium.....	Sm	62	150.43
Erbium.....	Er	68	167.2	Scandium.....	Sc	21	44.96
Europium.....	Eu	63	152.0	Selenium.....	Se	34	78.96
Fluorine.....	F	9	19.00	Silicon.....	Si	14	28.09
Francium.....	Fr	87	223	Silver.....	Ag	47	107.880
Gadolinium.....	Gd	64	156.9	Sodium.....	Na	11	22.997
Gallium.....	Ga	31	69.72	Strontium.....	Sr	38	87.63
Germanium.....	Ge	32	72.60	Sulfur.....	S	16	32.066
Gold.....	Au	79	197.2	Tantalum.....	Ta	73	180.88
Hafnium.....	Hf	72	178.6	Technetium.....	Tc	43	99
Helium.....	He	2	4.003	Tellurium.....	Te	52	127.61
Holmium.....	Ho	67	164.94	Terbium.....	Tb	65	159.2
Hydrogen.....	H	1	1.0080	Thallium.....	Tl	81	204.39
Indium.....	In	49	114.76	Thorium.....	Th	90	232.12
Iodine.....	I	53	126.91	Thulium.....	Tm	69	169.4
Iridium.....	Ir	77	193.1	Tin.....	Sn	50	118.70
Iron.....	Fe	26	55.85	Titanium.....	Ti	22	47.90
Krypton.....	Kr	36	83.80	Tungsten.....	W	74	183.92
Lanthanum.....	La	57	138.92	Uranium.....	U	92	238.07
Lead.....	Pb	82	207.21	Vanadium.....	V	23	50.95
Lithium.....	Li	3	6.940	Xenon.....	Xe	54	131.3
Lutetium <sup>3</sup> .....	Lu	71	174.99	Ytterbium.....	Yb	70	173.04
Magnesium.....	Mg	12	24.32	Yttrium.....	Y	39	88.92
Manganese.....	Mn	25	54.93	Zinc.....	Zn	30	65.38
				Zirconium.....	Zr	40	91.22

<sup>1</sup> Denotes mass number of the most stable known isotope.

<sup>2</sup> Known as glucinium in some European countries.

<sup>3</sup> Formerly lutecium.

<sup>4</sup> This is a defined value rather than an indicated one.

<sup>5</sup> Formerly protoactinium.

<sup>6</sup> Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of  $\pm 0.003$ .

**Standardized symbols**

**13.18.** Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

## Signs and symbols

13.19. This list contains the signs and symbols frequently used in printing by this Office.

+ plus	° degree	♄ Ceres
- minus	' minute	♅ Pallas
± plus or minus	" second	♆ Juno
⊕ minus or plus	HP horsepower	♇ Vesta
× multiplied by	Δ increment	☉ rain
÷ divided by	ω ohm	❄ snow
= equal to	Ω microhm	☑ snow on ground
≠ or ≠ not equal to	MΩ megohm	← floating ice crystals
≈ or ≈ nearly equal to	Φ magnetic flux; farad	▲ hail
≡ identical with	Ψ dielectric flux; elec-	△ sleet
≠ not identical with	trostatic flux	▽ frostwork
⇔ equivalent	ρ resistivity	⊥ hoarfrost
≡ difference between	γ conductivity	≡ fog
~ or ~ difference	Δ equivalent conduc-	∞ haze; dust haze
≡ congruent to	tivity	⚡ thunder
□ or > greater than	R reluctance	⚡ sheet lightning
▽ or ≡ not greater than	→ direction of flow	① solar corona
□ or < less than	⚡ electrical current	⊕ solar halo
△ or ≡ not less than	⬡ benzene ring	⚡ thunderstorm
∴ is to; ratio	→ yields	↖ direction
∴ as; proportion	⇌ reversible reaction	○ or ○ or ① annual
∴ geometric proportion	↓ precipitate	⊙ or ② biennial
≡ approaches	↑ gas	④ perennial
→ approaches limit of	‰ salinity	♂ or ♂ male
α varies as	☉ or ☉ Sun	♀ female
⊂ is part of	● or ● New Moon	□ male, in charts
∥ parallel	☾ First Quarter	○ female, in charts
⊥ perpendicular	☾ or ☾ Full Moon	R take (from Latin
∠ angle	☿ Mercury	Recipe)
└ right angle	♀ Venus	ĀĀ or Ā or āā of each
△ triangle	♁ or ⊕ Earth	(in doctor's pre-
□ square	♂ Mars	scription)
▭ rectangle	♃ Jupiter	lb pound
▭ parallelogram	♄ Saturn	℥ ounce
○ circle	♅ Uranus	℥ dram
⌒ arc of circle	♆ or ♆ Neptune	℥ scruple
△ equilateral	♇ Pluto	○ pint
△ equiangular	♈ Aries	℥ fluid ounce
√ radical; root; square	♉ Taurus	℥ fluid dram
root	♊ Gemini	℥ minim
√ cube root	♋ Cancer	& or & and; ampersand
√ fourth root	♌ Leo	℥ per
Σ sum	♍ Virgo	℥ number
! or ! factorial product	♎ Libra	/ virgule; solidus; sepa-
∞ infinity	♏ Scorpio	atrix; shilling
∫ integral	♐ Sagittarius	∠ acute
f function	♑ Capricornus	∠ grave
∂ or ∂ differential; vari-	♒ Aquarius	~ tilde
ation	♓ Pisces	⤿ circumflex
π pi	♈ conjunction	- macron
∴ therefore	♏ opposition	˘ breve
∴ because	△ trine	.. dieresis
— vinculum (above let-	□ quadrature	˘ cedilla
ter)	* sextile	^ caret
( ) parentheses	♁ dragon's head, ascend-	
[ ] brackets	ing node	
{ } braces	♑ dragon's tail, descend-	
	ing node	

R can mean anything, but author must show what he's using it for.



Tabular  
Work

Leader  
Work

Footnotes,  
Indexes,  
etc.

ate Lines,  
etc.

Courtwork

Useful  
Tables

ounties

atents

Con-  
gressional  
Record

Senate  
and House  
Journals

Nomina-  
tions,  
Reports,  
etc.

Foreign  
Languages

Index



## 14. TABULAR WORK

(See also Abbreviations; Leaderwork)

14.1. The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way.

14.2. Tabular material should be kept as simple as possible, so that the meaning of the data could be easily grasped by the user.

14.3. Unless otherwise specified, tables will be set in 6-point, and 2-point hairline rules will be used.

### Abbreviations

14.4. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns consisting solely of single months, the months may be abbreviated. (For examples, see rule 14.36, p. 170; rules 14.53-14.55, p. 171.)

14.5. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

14.6. Abbreviate the words *United States* if preceding the word *Government* or the name of any Government organization.

14.7. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.24, p. 143) and *SS.* preceding name.

14.8. Use *lat.* and *long.* with figures.

14.9. Abbreviate when followed by figures the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.34, p. 145.)

14.10. Use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H. J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 10.38, 10.39, p. 145), *Rev. Stat.*, *Stat. L.*, etc., when with figures.

14.11. In columns containing names of persons, copy is followed as to abbreviations of given names.

14.12. Periods are not used after abbreviations followed by leaders, but are used before footnote references.

### Bearoff

(For examples, see rule 14.30, p. 169; rule 14.82, p. 173; and rules 14.119-14.122, p. 176.)

14.13. An en quad is used for bearoff from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column.

14.14. In a crowded table the bearoff may be omitted in figure columns.

14.15. Indicated clears and indentions are in addition to bearoff.

14.16. Fractions are set flush to the rule, as shown in example to rule 14.121, except in double-up tables in column preceding parallel rule and in tables in rules. (See rule 14.146, p. 178.)

14.17. Mathematical signs, parentheses, and brackets, when preceded by figures are not borne off.



Blanks

14.18. Blank lines are omitted unless their retention is specially requested.

Boxheads

14.19. Periods are omitted after boxheads, but a dash is used after any boxhead that reads into the matter below.

14.20. Boxheads are set solid and bear off an em space above and below rule unless they run up.

14.21. Boxheads are centered, except that in a column 10 ems or more in width, a head of 3 lines or more is set with hanging indention.

14.22. Boxheads run crosswise wherever practicable; if necessary to run up, they are reduced to the minimum practicable depth. If one head must run up, all heads over figure columns in the same table run up, except years expressed in figures, which run across for better appearance. Running up over reading and date columns is to be avoided. Boxheads need not run up in all parts of divided tables.

14.23. Runup heads are indented an en quad at the beginning of the line and bear off an en quad from the top rule; if they make two lines, the second is centered; if three lines, they are set with hanging indention.

14.24. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost box.

14.25. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple boxhead may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left, and head set with hanging indention, as it is over 10 ems in width and over 2 lines deep]				
	Number	Distribu- tion	June to August		September to May		Not re- ported
			Number	Distribu- tion	Number	Distribu- tion	
Boys (12 to 14) -----	3, 869	Percent 45. 5	1, 415	Percent 9. 6	2, 405	Percent 15. 8	49

14.26. In boxes containing two lines, the first line is to be the longer if possible; but good appearance must not be sacrificed by dividing short words or making two-letter divisions in wide columns.

14.27. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued*.

14.28. In referring to quantity or things, the word *Number* in box-heads is spelled if possible.

14.29. In an 8-point table with a 6-point boxhead, an 8-point quad-line is inserted between head and body of table if no italic unit of

quantity is given; if a unit of quantity is given, use a 6-point quadline and set unit of quantity in 6-point italic.

### Braces

14.30. Braces are avoided if possible; if used, they are placed on the right of a rule and should include overruns. (See rule 14.37, p. 170.)

New Jersey.....	659, 425	659, 425	62. 35	649, 374	649, 374	62. 35
New York.....	(1)	2, 900, 499	66. 56	(1)	3, 312, 610	66. 92
Pennsylvania.....	2, 900, 499	2, 900, 499	39. 73	3, 312, 610	3, 312, 610	39. 64
Tennessee.....	23, 187	23, 187	47. 24			
Virginia.....	640	640	54. 32			
South Dakota.....	5, 453	5, 453	51. 03	19, 718	19, 718	53. 60
Texas.....	326, 500	326, 500	45. 02	208	208	46. 00
Oklahoma.....			54. 97	355, 006	355, 006	52. 50
Utah.....						47. 10
						54. 47

### Centerheads, flush entries, and subentries

14.31. Centerheads over tables are set solid over solid tables and leaded over leaded tables; they follow the style of the tables as to the use of figures and abbreviations.

14.32. Except as indicated in rule 2.40, heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages.

14.33. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

14.34. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below.

14.35. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 14.36.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

25	Miscellaneous power-plant equipment.....	245, 040. 37
26	Roads, railroads, and bridges.....	275, 900. 34
	Total.....	520, 940. 71
	TRANSMISSION PLANT	
42	Structures and improvements.....	26, 253. 53
43	Station equipment.....	966, 164. 41
	Total.....	992, 417. 94
	GENERAL PLANT	
	General plant:	
	Norris.....	753, 248. 97
	Other.....	15, 335. 81
	Total.....	768, 584. 78
	Grand total.....	2, 281, 943. 43

14.36. Units of quantity and years used as heads in reading columns consisting of months and days, or months only, and in figure columns, are set in italic with a quadline above and no space below. If an overrun, etc., in another column creates a blank space

above the head, the extra quadline is not added. (See also rule 14.58, p. 172.)

1941			1942—Con.			1942—Con.		
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5	15
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15	May 22.....	45.1	18
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15	June 9.....	47.1	14
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15	June 24.....	48.2	16
			Mar. 19.....	42.7	15	July 9.....	46.6	17
1942			Apr. 2.....	40.9	15	July 24.....	45.9	16
Jan. 3.....	43.9	15	Apr. 28.....	47.7	13	Aug. 6.....	46.5	16

14.37. Where the logical construction of a table requires, it is permissible to insert subheads between page-width cross rules within the table to indicate class groups to which the data refer. The box-head and units of quantity are not repeated.

C-302.....	{Chehalis silty clay loam.}	1	{PK.....	2.58	9.13	1.62	0.255	2.21	0.95
			{PKCa.....	2.45	8.78	1.24	.257	2.30	.95
			{NPKCa.....	2.54	10.08	.95	.240	2.07	.89

#### SOILS DERIVED FROM ORGANIC MATERIAL

C-303.....	Peat.....	1	{Check.....	3.31	7.77	1.41	0.268	1.14	0.55
			{P.....	3.14	6.66	1.42	.358	.83	.73
			{PK.....	3.92	7.25	1.49	.310	1.78	.59
			{PKCa.....	3.84	8.44	1.40	.289	1.83	.64

#### Ciphers

14.38. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

January.....	+26.4	0	0	0	0	0	+0.7	+27.1	+40.4
February.....	+66.7	0	0	0	0	0	-.9	+65.8	+98.1
March.....	+143.1	+2.6	-7.5	0	0	0	+12.4	+150.6	+224.1
April.....	+168.4	+6.9	-19.1	-1.1	+1.7	+4.4	+33.0	+194.2	+289.5

14.39. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted.

14.40. In columns of figures under the heading £ s. d., if a whole number of pounds is given, one cipher is supplied under s. and one under d.; if only shillings are given, one cipher is supplied under d.

14.41. In columns of figures under *Ft. in.*, if only feet are given, supply cipher under *in.*; if only inches are given, clear under *Ft.*; if ciphers are used for *None*, place one cipher under both *Ft.* and *in.*

14.42. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

#### Continued heads

14.43. In continued heads an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.



14.44. In centerheads set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

14.45. In stub and boxheads, *Continued* is always set in roman.

14.46. Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in boxheads and in continued lines unless special instructions are given not to do so.

#### Dashes or rules

14.47. Dashes or rules are not carried in reading or date columns.

14.48. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total. (For example, see rule 14.35, p. 169.)

14.49. Rules may be used in place of dashes in a crowded table.

#### Date columns

14.50. There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

14.51. In 6-point tables, standard date columns with month and day are cast  $4\frac{1}{2}$  ems for outside and 5 ems for inside columns; with month, day, and year, 7 and  $7\frac{1}{2}$  ems, respectively.

14.52. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and  $4\frac{1}{2}$  ems for inside columns; with month, day, and year,  $6\frac{1}{2}$  and 7 ems, respectively.

14.53. The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

Black River, N. Y.....	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do.....	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	
Cayuga Creek, N. Y.....	do.....	do.....	do.....	Do.
Cazenovia Creek, Erie County, N. Y.	Flood Control Com- mittee resolution, Apr. 23, 1942.	do. <sup>3</sup> .....		
Chagrin River and tribu- taries, Ohio.	Flood Control Act, June 28, 1938.	July 23, 1941		Unfavorable.

14.54. Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21

5 Jun 42

12 Jul 43

30 Sep 44

14.55. In a standard date column of  $4\frac{1}{2}$  ems or less that is the first column of a table, the month is cleared instead of being repeated or indicated by *do*.

Jan. 22	To the Minister in Liberia (tel.).....	115
30	From the Minister in Liberia (tel.).....	116
Feb. 5	To the Minister in Liberia (tel.).....	117
7	From the Minister in Liberia (tel.).....	117

**14.56.** A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

**14.57.** In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references; but in a standard date column that is the last column of a table, footnote references are placed on left with 3 units justified on character following the references.

**14.58.** If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below.

**14.59.** In columns consisting entirely of single and double years or of double years, figures are centered in columns without leaders.

	1898 <sup>1</sup>	
	1898	
	1899-1900 <sup>2</sup>	
	1901-2	

**Ditto**

(See also Units of quantity, rule 14.155, p. 179.)

**14.60.** The abbreviation *do.* is used in reading and date columns only, lowercased and preceded by leaders when figures or text is used in preceding column.

**14.61.** Capitalize *do.* in first and last columns.

**14.62.** Tracing columns are counted as the first and last columns of table.

**14.63.** All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For example, see rule 14.53, p. 171.)

**14.64.** In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

<i>A<sub>2</sub>a<sub>1</sub></i> .....	T.....	1.0	8.0	28.0	44.8	31.4
<i>A<sub>1</sub>a<sub>1</sub></i> .....	T.....	0	1.0	18.0	105.0	216.0
<i>A<sub>3</sub>a<sub>1</sub>b<sub>b</sub></i> .....	Not segregating.....	13.0	2.0	1.0	0	0
<i>A<sub>3</sub>a<sub>1</sub>b<sub>b</sub></i> .....	do.....	3.0	0	1.0	0	0
<i>A<sub>2</sub>a<sub>2</sub>b<sub>b</sub></i> .....	143:1.....	6.3	3.6	1.8	1.6	1.0
<i>A<sub>2</sub>a<sub>2</sub>b<sub>b</sub></i> .....	35:1.....	1.0	0	2.2	0	1.0

**14.65.** *Do.* is not used: (1) In a figure column; (2) in the first line under a centerhead in the column in which the centerhead occurs; (3) under a line of leaders, a dashline, or a rule; (4) under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated); (5) under an item consisting wholly of figures or combination of letters and figures; (6) in a reading column containing only *Yes* and *No*; or (7) under an abbreviated unit of quantity.

**14.66.** *Do.* is used, however, under a blank space and under the word *None* in a reading column.

**14.67.** *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.53, p. 171.)

**14.68.** *Do.* is not used under a braced group.

**14.69.** Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

**14.70.** In a first column 6 ems or less in width, a 1-em quad is used before *Do.*; in all other columns 6 ems or less in width, 1½ ems of

leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

14.71. In a first column more than 6 ems in width, 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indentation of *do.* is increased accordingly.

14.72. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to align with item above.

14.73. *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For sample, see rule 14.154, p. 179.)

14.74. When so prepared, inverted commas may be used instead of the abbreviation *do.*

#### Dollar mark

14.75. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

14.76. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

14.77. If several sums of money are grouped together and added to make a total, they are separated from the preceding figures by a parallel dash, and the symbol is placed on the first figure of the separated group only.

14.78. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are alined. (See also rule 14.141, p. 178.)

\$10-\$12	\$15	\$10 to \$12
16- 20	\$16- 18	14 to 20

14.79. Dollar mark is omitted from a first item that is a cipher.

0	but	\$0. 12
\$300		13. 43
500		15. 07
700		23. 18

14.80. Dollar mark should be repeated in stub or reading columns.

\$1 to \$24-----
\$25 to \$49-----
\$50 to \$74-----

#### Double-up tables

14.81. If the matter in the stub under a centerhead, flush entry, or subentry breaks and is carried over to the second part of a double-up table, a continued head is inserted at the top of the second part.

14.82. An en-quad bearoff is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders, dashes, and fractions in the last column of the first part, but not to rules in boxheads. (See also rules 14.119-14.121, p. 176.)

XII-----	4, 530 (8, 710)	6, 270 (13, 560)	7, 000 (15, 060)	XV-----	7, 620 (13, 330)	10, 550 (18, 480)	11, 750 (20, 500)
XIII-----	5, 620 (10, 900)	7, 770 (15, 080)	8, 660 (16, 750)	XVI-----	8, 450 (15, 060)	11, 700 (20, 900)	13, 000 (23, 180)
XIV-----	6, 170 (11, 890)	8, 550 (16, 500)	9, 520 (18, 300)	XVII-----	10, 500 (16, 090)	14, 610 (22, 300)	16, 270 (24, 800)



Figure columns

14.83. Figures aline on the right. In a crowded table the en-quad bearoff may be omitted from the figure columns; but if only a few figures will touch the rule on the left, it is preferable to retain the bear-off on the right. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 14.30, p. 169.)

14.84. A one-line overrun in a figure column is set flush on right; an overrun of more than one line is indented an em on left under first line and is followed by a period.

41, 43, 51, 54, 55, 56,  
57, 69, 70, 73

24, 27, 31, 33, 37, 41,  
43, 44, 47, 48, 49,  
51, 53, 54, 61.

14.85. When figures occur in parentheses, the parentheses are set against the rule and the figures alined on right. In tables set "Figs. against," parentheses are cleared. (For example, see rule 14.82.)

14.86. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, and in dates appearing in the form 2-12-43, the dashes, signs, or words are alined.

14.87. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared. (For example, see rule 14.38, p. 170.)

14.88. Words and Roman numerals in figure columns are alined on the right with the figures, without period.

Median value of livestock.....	\$224	\$62	
Median value of machinery.....	\$54	Small	
Median value of furniture.....	\$211	\$100	
Possessing automobiles..... percent	25	17	
Median age..... years			5.5
Median value.....			\$144
Fraternal membership:			
Men.....		IV	486
Women.....			None

14.89. Letters and symbols are centered in the column.

44	V	Algol Olive R.....	By	Sandothrene Olive N2R.....	S
9 BQ	D	Direct Light Blue BV.....	P	Durazol Blue 2GS.....	I. C. I.
783	A	Kiton Fast Red 4BL.....	J	Erio Fast Red 4BL.....	G

14.90. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.91. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.92. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.93. In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rule 14.38, p. 170; rule 14.64, p. 172; and rule 14.121, p. 176.)

Footnotes and references

14.94. Footnotes to tables are numbered independently from footnotes to text.

**14.95.** Figures are used for footnote references, beginning with 1 in each table.

**14.96.** If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

**14.97.** When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.14, p. 186.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

**14.98.** If a reference is repeated on another page, it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

**14.99.** Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

**14.100.** References to footnotes are numbered consecutively across the page from left to right and across both pages in a parallel table. (For example, see rule 14.154, p. 179.)

**14.101.** Footnotes to a parallel table begin on the even page unless there are no references on that page.

**14.102.** In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

**14.103.** Footnote references are placed at the right in reading columns and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns) and in symbol columns, and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.57, p. 172.)

**14.104.** Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.154, p. 179.)

**14.105.** In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word.

**14.106.** The numbered footnotes are placed immediately beneath the table. Should it be requested that a sign or letter reference in the heading to a table be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

**14.107.** For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

**14.108.** If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

**14.109.** Footnotes to cut-in tables are set in the same measure as the tables.

**14.110.** Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems.

**14.111.** In a series of short footnotes, the reference numbers are alined on the right.

**14.112.** Footnotes in measures 30 picas or wider are set doubled up.

**14.113.** The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

**14.114.** Footnotes and notes to tables are usually set in type 2 points smaller than the table, but not smaller than 6-point.

**14.115.** Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

**14.116.** In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.122.)

**14.117.** If a footnote consists entirely or partly of a table, the footnote table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, copy preparer should add an introductory line, such as "See the following table:".

**14.118.** An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by 2 leads.

#### Fractions

**14.119.** Piece and em fractions are set flush to the rule on the right. Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

**14.120.** Where fractions of different length occur in the same column, the longest is set flush to the rule on the right and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

**14.121.** In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff.

Total length.....	40¾	41	42	43	44	45	46	47	48	½ inch.
Sleeve length.....	10⅝	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8⅝	8½	9	9½	9½	10	10½	10½	11	Do.
Sleeve cuff length (if cuff is used).....	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27	28½	28	29	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27½	28	29½	31	32	33½	6 percent.
11, 12, 14 cut.....	22½	23½	25	26½	27½	29	30½	31½	33	Do.

**14.122.** Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

#### Headnotes

**14.123.** Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6-point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

**14.124.** Headnotes are not repeated with continued heads unless necessary to make table clear.



**Italic**

14.125. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v. for versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

14.126. Set "See" and "see also" in roman. (See also rule 16.21, p. 186.)

**Leaders**

14.127. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 14.53, p. 171.)

14.128. If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

14.129. If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.53, p. 171.)

14.130. A standard date column is not regarded as a reading column.

14.131. In parallel tables and in tables with tracing figures on left and right of page, leader from top line.

**Letterspaced words**

14.132. Words in a line are letterspaced if more than 1½ ems would otherwise be required between words. All of a short word is letterspaced rather than only part of a long one.

**Overruns**

14.133. An overrun is indented 1 em more than the first line of the item; but to prevent confusion with a following subordinate item, the overrun is cut in 1 em more than the first line of such subitem. (For example, see rule 14.151, p. 179.)

**Parallel and divide tables**

14.134. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines.

14.135. Words are not divided between pages in heads over parallel tables.

14.136. Boxheads are not divided but are repeated, with the word *Continued* added.

14.137. Rules are used on the right of even pages and the left of odd pages.

14.138. In divide tables that are made up parallel, with stub repeated, the heads, but not the headnotes, repeat on each succeeding page, and the word *Continued* is used.

14.139. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables, and over such tables the heads are repeated with the word *Continued*; rules are not used on right of even pages and left of odd pages.

**Reading columns**

14.140. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.

14.141. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.142. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.143. Run in single entry under colon line; retain the colon.

14.144. The last word in a leader line must be followed by at least an en leader.

14.145. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.13, p. 142, and rules 11.10–11.12, p. 157.)

Tables in rules

14.146. All figures, including fractions, are centered in column if width of column permits; otherwise they bear off an em or en quad each side of the rules according to width of column. Except when centered, the first and last columns, including leaders and fractions, must bear off an em quad from the outside rules.

14.147. In tables consisting entirely of figure columns, the figures are centered in each column and alined on right. In figure columns, leaders are borne off 1 em on each side.

14.148. Matter in boxheads takes no extra bearoff.

Exact unit	Full unit	2 full units	Dilution to use	Preparation
Cc.	Cc.	Cc.		
0.2	0.25	0.5	1:60	1 cc. serum+59 cc. saline.
.25	.3	.6	1:50	1 cc. serum+49 cc. saline.
.3	.35	.7	1:43	1 cc. serum+42 cc. saline.
.35	.4	.8	1:37	1 cc. serum+36 cc. saline.
.4	.45	.9	1:33	1 cc. serum+32 cc. saline.
.45	-----	-----	1:30	1 cc. serum+29 cc. saline.
.5	.55	1.1	1:27	1 cc. serum+26 cc. saline.

14.149. Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job.

Tables without rules

14.150. In tabular matter set without down rules, the same arrangement and bearoffs will prevail as in ruled tables, except that leaders and dashlines will bear off an en space, the same as type, so that an em space will appear between columns.

14.151. If column headings are used in a table without rules set in 6- or 8-point, such heads are to be set in 6-point italic, solid.

	Year ended June 30, 1947		Increase (—decrease) from preceding year	
	Amount	Percent	Amount	Percent
Operation, exclusive of provision for depreciation:				
Water-dispatching operations.....	\$442, 496	6.6	\$90, 190	25.6
Malaria control.....	1, 220, 040	18.3	164, 606	15.6
Plant protection and services to visitors.....	571, 040	8.6	90, 723	18.9
Upkeep of roads and grounds.....	134, 971	2.0	47, 644	54.6
Other operating expenses.....	25, 528	.4	—9, 205	—26.5
	2, 516, 639	53.2	436, 806	32.0
Administrative and general expense.....	530, 688	8.0	145, 956	37.9
	3, 047, 327	61.2	582, 762	32.8
Maintenance.....	87, 424	1.3	44, 915	-----
Provision for depreciation.....	2, 501, 128	37.5	83, 865	3.5
	5, 635, 879	100.0	711, 542	20.5
Total multiple-use common operating cost.....				

Allocation of costs applicable to 1947: ½ to each purpose: Operation, exclusive of provision for depreciation.....	Power	Navigation	Flood control
Multiple-use allocation ratios (40, 30, and 30 percent, re- spectively):.....	\$1,358,236	\$1,358,236	\$1,358,235
Maintenance.....	34,970	26,227	26,227
Provision for depreciation.....	1,000,451	750,338	750,339
Total multiple-use common operating costs, as allo- cated.....	2,393,657	2,134,801	2,134,801

### Total, mean, and average lines

14.152. The usual indentation of the word *Total* is 3 ems; but if stub is too narrow, the indentation may be 1 em. If the indentation of the preceding line interferes, *Total* is indented 1 em more than preceding line. It is not necessary to maintain uniform indentation of the word *Total* throughout the page. The word *Total* is supplied when not in copy. (For example, see rule 14.35, p. 169.)

14.153. *Mean* and *Average* are treated in a similar manner.

### Units of quantity

14.154. Units of quantity in stub columns are placed on the right, 1-em leader from the rule. If the item does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, preceded by quads and followed by 1 em of leaders.

Aluminum.....pounds..	(1 2)	(1 2)	179,177,116	2 \$32,700,000
Cement.....barrels..	2 6,853,796	2 \$9,866,102	2 8,251,038	2 11,687,089
Clay products (other than pottery, refractories) short tons.....		4 6,883,109		4 5,820,000
Coke.....do.....	4,468,437	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....do.....	(1)	(1)	(1)	(1)
Emery.....do.....	765	6,828	1,046	9,349
Feldspar (crude) <sup>3</sup> .....long tons..	(1)	(1)	(1)	(1)
Ferroalloys.....short tons..	183,465	2 18,388,766	259,303	2 30,719,756

14.155. *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

14.156. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a. m.* and *p. m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic, with full quadline above and no space below.

14.157. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.





## 15. LEADERWORK

(See also Abbreviations; Tabular Work)

**15.1.** Leaderwork is a simple form of tabular work without box-heads or rules. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8-point. The period is omitted immediately before leaders.

### Bearoff

**15.2.** No bearoff is required in a reading column.

### Columns

**15.3.** A figure column is at least an en quad wider than the largest group of figures, but not less than 2 ems. Between 2 figure columns use at least a 1-em quad. Dashlines are to be the full width of the figure column.

**15.4.** If the last column is a reading column, leaders are run within an en quad of the first word; but if the first column overruns, it is indented an additional en space from the first word of the last column.

### Continued heads

**15.5.** If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 14.43-14.46, p. 170-171.)

### Ditto

**15.6.** The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub.

### Dollar mark and ciphers

**15.7.** The dollar mark or any other money symbol is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

**15.8.** In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the preceding figures by a parallel dash, and the symbol is placed on the first figure of the separated group only.

**15.9.** If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

**Flush items and subheads**

15.10. Flush items clear the figure column.

15.11. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

**Footnotes**

15.12. Footnotes to leaderwork follow the style of footnotes to tables.

15.13. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

15.14. If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

15.15. If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.

**Units of quantity**

15.16. Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points.

**Examples<sup>1</sup>**

15.17. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio R.R.:

Freight carried:

	<i>Tons</i>
May.....	150, 000
June.....	152, 000
Coal carried.....	900, 000
Pennsylvania R.R.: Freight carried Jan. 1, 1938.....	121, 000

<sup>1</sup> Livestock not included.

15.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio R.R. in May.....	<i>Tons</i> 371, 500
--	-------------------------

15.19. Explanatory matter is set in 6-point under leaders (note omission of period):

-----	-----	-----
(Name)	(Address)	(Position)

15.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ..... day of ..... 19...

15.21. In half measure doubled up, units of quantity are alined across the page:

Seedlings:	<i>Inches</i>	Seedlings—Continued	<i>Inches</i>
Black locust.....	27	Osage-orange.....	20
Honey locust.....	16	Catalpa.....	16
Green ash.....	7	Black walnut.....	10

<sup>1</sup> This shows the relative positions for footnotes in leaderwork and text on the same page.



**15.22.** More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc.

For property purchased from—

Central Pipeline Distributing Co.:

Capital stock issued, recorded amount.....	\$75, 000
Undetermined consideration recorded.....	341
Pan American Pipeline Co., recorded money outlay.....	3, 476
M. J. Mitchell, recorded money outlay.....	730
R. Lacy, Inc., and Lynch Refining Co.:	
Recorded money outlay.....	\$157, 000
Note issued.....	100, 000

257, 000

Less value of oil in lines and salvaged construction material.....

26, 555

230, 445

\$309, 992

For construction, improvements, and replacements, recorded money outlay.....

933, 605

For construction work in progress, recorded money outlay.....

522

Total..... 1, 244, 119

**15.23.** Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested.....	\$8, 000
Value of implements and stock.....	\$3, 000
Land under cultivation.....	acres 128. 6
Orchard.....	do 21. 4
Forest land.....	square miles 50

Livestock:

Horses:

Number.....	8
Value.....	\$1, 500

Cows:

Number.....	18
Estimated weekly production of butter per milk cow	
pounds.....	7½

Hogs:

Number.....	46
Loss from cholera.....	None

**15.24.** Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i> .....	mm.....	<sup>1</sup> 2, 311
Width of atlas, <i>Diploclonus tyleri</i> .....	mm.....	320
Weight of specimen.....	oz.....	6

<sup>1</sup> Estimated.

**15.25.** If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes.....	\$1, 200
Loss on sales.....	



Footnotes,  
Indexes,  
etc.

ite Lines,  
etc.

Courtwork

Useful  
Tables

bundles

atents

Con-  
gressional  
Record

Senate  
and House  
Journals

Nomina-  
tions,  
Reports,  
etc.

Foreign  
Languages

Index





## 16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

### Footnotes and reference marks

(For footnotes in tabular work, see p. 174.)

16.1. Except as noted under Abbreviations (p. 141), footnotes to text follow the style of text.

16.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

16.3. Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

16.4. On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copybook, so that there will be no question as to next footnote number.

16.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

16.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8-point; (2) footnotes to 11-point text are set in 8-point, except in Supreme Court reports, in which they are set in 9-point; (3) footnotes to 10- and 8-point text are set in 6-point.

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule, flush on the left, with 2 leads above and below the rule.

16.8. Footnotes to indented matter are set full measure.

16.9. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.11. A cutoff dash is not required between the chart or graph and the footnotes.

16.12. For reference marks, superior figures, superior letters, or symbols (preferably the first) are used. Superior figures and letters are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas; symbols are set closed up.

16.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.14. When symbols or signs are used for footnote reference marks, their sequence should be (\*) asterisk, (†) dagger, (§) double dagger, (§) section mark, and (||) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

16.15. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.17. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.18. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.19. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.20. In a series of short footnotes, reference numerals or letters are alined on the right.

**Indexes and tables of contents**

16.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.22. *Page, section, paragraph, etc.*, over figure columns are set in roman, flush on right, with 1 lead below even in solid matter.

16.23. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram.....	Frontispiece
General instructions.....	VIII
Capitalization (see also Abbreviations).....	16
Correct imposition (diagram).....	Facing 34
Legends. (See Miscellaneous rules.)	

16.24. The figure column is 3 ems wide unless otherwise indicated.

16.25. Thin periods and commas are used in figure columns of indexes.

16.26. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.27. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun; but to save an overrun the page numbers may be run back within an em leader of the entry, with an en quad between the leader and the figures. If the entry makes three or more lines and the last line of figures is not full, a period is used at the end.

If page folios overrun.....	220,	And this way when overrun	
224, 227, 230, 240		folios make two or more lines..	220,
This way to save overruns..	220, 224,	224-225, 230-240, 245, 246, 250-	
227, 230, 235, 238, 240, 247, 260		255, 258, 300.	

(For examples of item indentions in reading column of indexes set with leaders, see p. 431.)



**16.28.** Overrun page numbers are indented  $3\frac{1}{2}$  ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

**16.29.** When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indentation.

**16.30.** Examples of block-type indexes:

*Example 1*

Medical officer, radiological defense, 3  
 Medicolegal dosage, 44  
 Military Liaison Committee, 4  
 Monitoring, 58  
     Air, 62  
     Land, 62  
     Personnel, 59  
         Civilian, 60  
         Military, 59  
     Sea, 61  
     Ship, 61  
 Monitors, radiological defense, 3  
 NEPA, 29  
 NEPS, project, 30  
 Neutron(s), 16  
     Flux, 41  
 Nuclear binding energy, 22  
 Nuclear energy, release of, 23

*Example 2*

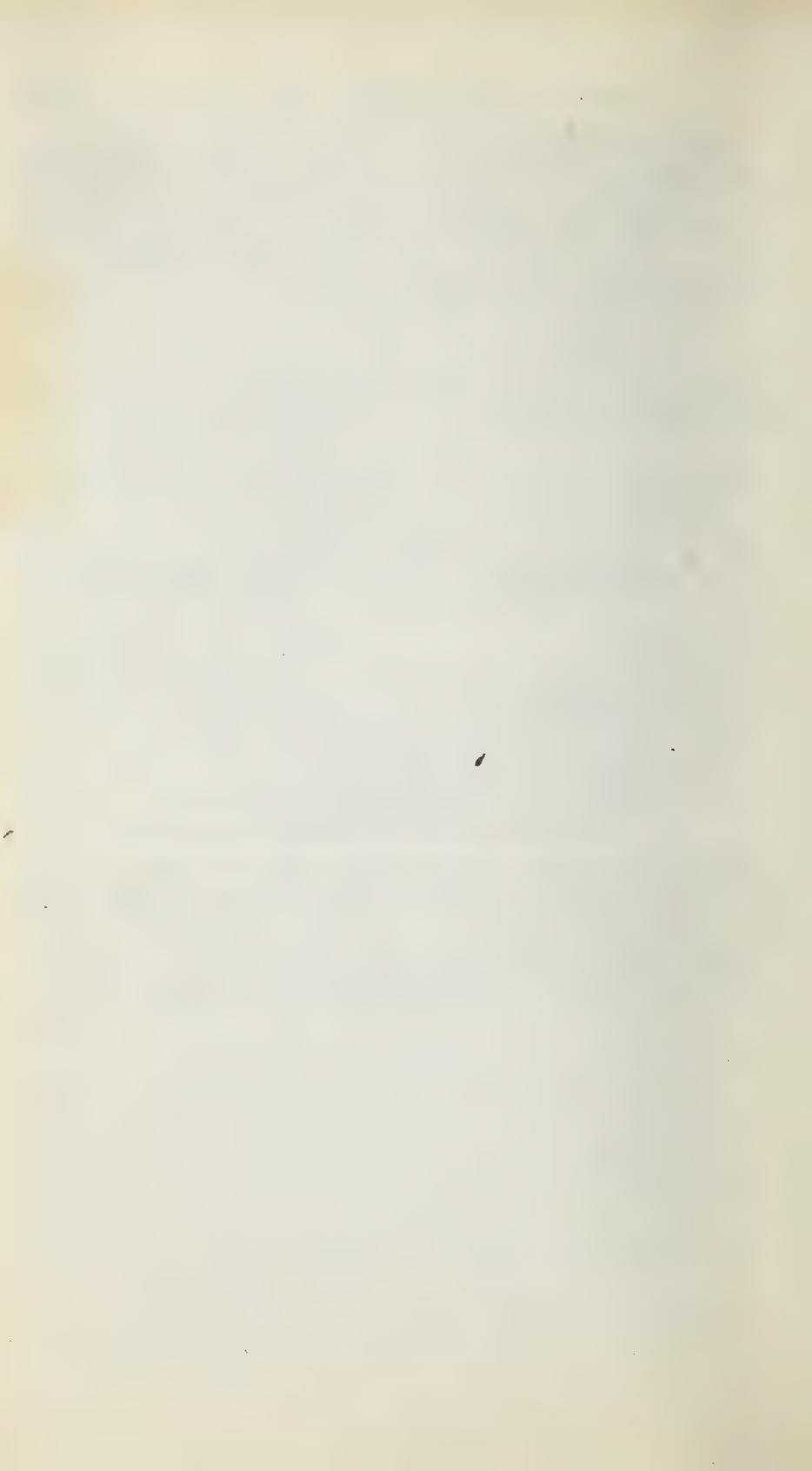
Brazil—Continued  
 Exchange restrictions, etc.—Con.  
     Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586–588  
 Trade agreement with United States, proposed:  
     Draft text, 558–567  
     Proposals for—  
         Inclusion of clauses relating to exchange control operation, 550, 551, 557; Brazilian views, 553, 575  
         Joint United States-Brazilian declaration of policy: Brazilian attitude, 553, 569, 570, 572–574; information concerning, 550, 551, 552

**16.31.** In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)  
 Brown, A. H., & Sons (*not* Brown & Sons, A. H.)  
 Brown, A. H., Co. (*not* Brown Co., A. H.)  
 Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

**16.32.** In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line and the periods are alined.

**16.33.** Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend into the figure column, the figure column and an equal number of ems on the left are cleared.



Date Lines,  
etc.

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## 17. DATELINES, ADDRESSES, AND SIGNATURES

17.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Certain general instructions apply alike to datelines, addresses, and signatures.

### General instructions

17.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

17.3. *Mr.*, *Mrs.*, and all other titles preceding a name and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name in address and signature lines are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 10.33, p. 144.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

17.5. An extra lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address.

### Datelines

17.6. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □ □ □  
*Washington 6, D. C., January 1, 1944.* □

THE WHITE HOUSE, *July 30, 1944.* □

TREASURY DEPARTMENT, □ □ □ □ □  
OFFICE OF THE TREASURER OF THE UNITED STATES, □ □ □  
*Washington 25, D. C., May 4, 1944.* □

TREASURY DEPARTMENT, *July 30, 1944.* □

DEPARTMENT OF COMMERCE, □ □ □  
*July 30, 1944.* □

OFFICE OF JOHN SMITH & Co., □ □ □  
*26 Bill Street, New York 6, N. Y., June 6, 1944.* □

WASHINGTON, *May 20, 1944—10 a. m.* □

THURSDAY, MAY 5, 1944—2 P. M. □

JANUARY 24 A. D. 1944. □

WASHINGTON, November 29, 1944. □ □ □  
[Received December 6, 1944.] □

ON BOARD THE U. S. S. "CONNECTICUT," □ □ □  
September 21, 1944. □

OFFICE OF THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA, □ □ □  
Washington 25, November 6, 1944. □

HOUSE OF REPRESENTATIVES, □ □ □ □ □  
COMMITTEE ON MERCHANT MARINE AND FISHERIES, □ □ □  
Thursday, October 27, 1944. □

## 17.7. Congressional hearings:

### MONDAY, OCTOBER 24, 1938<sup>1</sup>

HOUSE OF REPRESENTATIVES, □ □ □ □ □  
COMMITTEE ON MERCHANT MARINE AND FISHERIES, □ □ □  
Washington, D. C. □

UNITED STATES SENATE, □ □ □ □ □  
SUBCOMMITTEE OF THE COMMITTEE ON ARMED SERVICES, □ □ □  
Washington, D. C. □

CONGRESS OF THE UNITED STATES, □ □ □ □ □  
JOINT COMMITTEE ON ATOMIC ENERGY, □ □ □  
Washington, D. C. □

17.8. Datelines at the end of a letter or paper are set at the left side of the page, indented 1 em. If above the signature, they are set in roman caps and lowercase; if below, in caps and small caps for the place and italic for the date.

### 17.9. Above signature:

- Steubenville, Ohio, July 30, 1938.
- July 28, 1938.

### 17.10. Below signature:

- STEUBENVILLE, OHIO, *July 28, 1938.*
- JULY 30, 1938.
- Dated July 30, 1938.
- Dated Albany, March 12, 1952.

17.11. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase.

- NEW YORK, N. Y., August 21, 1938.—A dispatch received here from \* \* \*.

## Addresses

17.12. Addresses are set at the left side of the page, either at the beginning or at the end of a letter or paper, as indicated on the copy. If the address is at the beginning, the first line is set flush; if at the end, it is indented 1 em (2 ems in measures 30 picas or wider).

### 17.13. At beginning:

- To SMITH & JONES and
- □ BROWN & GREEN, Esqs.,  
*Attorneys for Claimant.*
- □ □ (Attention of Mr. Green.)

<sup>1</sup> Dates in House hearings on appropriation bills are set on right in caps and small caps with a 5-em dash above each date.



## 17.14. At end:

- ☐ To SMITH & JONES and  
☐ ☐ BROWN & GREEN, Esqs.,  
*Attorneys for Claimant:*  
☐ ☐ ☐ (Attention of Mr. Green.)  
☐ THE PRESIDENT,  
 THE WHITE HOUSE.

17.15. If an address line is longer than a name line, the address line is indented 2 ems under the name line; if both lines are about the same length or the address is the shorter, the address line is placed so that its center will be at the end of the name line.

17.16. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name are set in roman caps and lowercase; the matter following is set in italic. The words *United States Army* or *United States Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, United States Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, UNITED STATES ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,  
☐ ☐ *Chief of Engineers, United States Army, Washington, D. C.*

HON. RALPH R. ROBERTS,  
☐ ☐ *Clerk of the House of Representatives.*

THE COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

17.17. General addresses are set in italic caps and lowercase, flush, with overruns indented 2 ems.

*To Collectors of Customs:*

*To the Congress of the United States:*

*To the Senate:*

*To the Senate and House of Representatives:*

*To Whom It May Concern:*

*To the Officers and Members of the Daughters of the American Revolution, Washington, D. C.:*

*To the American Diplomatic and Consular Officers.*

☐ GENTLEMEN: You are hereby \* \* \*.

## 17.18. Examples illustrating other types of addresses:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, Ala., Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES.

CHIEF OF ENGINEERS

☐ ☐ (Through the Division Engineer).

MY DEAR SIR: I have the honor, etc.

MR. REED: I have the honor, etc.

DEAR MR. CLARK: I have the honor, etc.

Lt. (jg.) JOHN SMITH,  
*Navy Department:*

☐ The care shown by you, etc.

STATE OF NEW YORK,  
*County of New York, ss:*

DISTRICT OF COLUMBIA, ss:

To: Personnel Division.  
From: Production Manager.  
Subject: Leave regulations.

Re Tidelands Oil Case

Hon. PAT McCARRAN,  
*Chairman, Committee on the Judiciary,*  
*United States Senate, Washington, D. C.*

### Signatures

17.19. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.52, p. 132.)

17.20. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

17.21. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed.

17.22. If name and title make more than half a line, they are set as two lines.

17.23. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows. More than eight signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,  
□□□□□ Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,  
□□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;  
□□□□□ Hoare, Miller & Co.; Thomas Eaton Co.

17.24. A long title following a signature is set in italic caps and lowercase and is indented 3 and 4 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□[SEAL] (Signed) □ THOMAS E. RHODES, □□□  
□□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □  
□□□ *Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

17.25. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

17.26. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □  
By JOHN SMITH, *Secretary.*

JOHN L. PENN, *Solicitor,* □□□  
Per FREDERICK VAN DYNE,  
*Assistant Solicitor.* □

JOHN W. SMITH □□□  
(And 25 others). □

JOHN SMITH □□□  
(For the Governor of Pennsylvania). □

JOHN SMITH, ☐☐☐☐  
*Lieutenant Governor* ☐☐  
 (For the Governor of Maine). ☐

NORTH AMERICAN ICE Co., ☐  
 G. Y. ATLEE, *Secretary*.

TEXARKANA TEXTILE MERCHANTS AND  
☐ MANUFACTURERS' ASSOCIATION,  
 JOHN L. JONES, *Secretary*.

JOHN (his thumbmark) SMITH. ☐

CLARENCE CANNON,  
 AUGUST H. ANDRESEN, ☐☐  
*Managers on the Part of the House.* ☐  
 [Lead]

CARTER GLASS,  
 CARL HAYDEN,  
*Managers on the Part of the Senate.* ☐

☐ I am, very respectfully, yours,

(Signed) ☐ FRED C. KLEINSCHMIDT, ☐☐  
*Assistant Clerk, Court of Claims.* ☐

☐ I have the honor to be,

☐☐ Very respectfully, your obedient servant,

(Signed) ☐ John R. King, ☐☐  
 (Typed) ☐ JOHN R. KING,  
*Secretary.* ☐

MARY J. JONES  
 Mrs. Henry T. Jones. ☐

☐ Hoping to hear from you soon, I have the honor to be,

☐☐ Very respectfully, your obedient servant,

HENRY L. JONES, M. D. ☐

☐ In presence of—  
☐☐ A. B. BROWN.  
☐☐ JOHN DOE.

☐ Attest:

☐ By the Governor:

RICHARD ROE, *Notary Public.* ☐

NATHANIEL COX, *Secretary of State.* ☐

☐ Approved.

JOHN SMITH, *Governor.* ☐

☐ By the President:

☐☐ CORDELL HULL,  
*Secretary of State.*

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.  
 SAM'L. CAMPBELL.  
 H. H. STROHMEYER & Co. ☐

☐ Respectfully submitted.

L. A. WRIGHT, ☐☐  
*United States Indian Agent.* ☐

☐ I am yours truly.

☐☐ Yours truly,

Capt. JAMES STALEY, Jr., ☐☐  
*Superintendent.* ☐

☐☐ Respectfully yours,

J. B. ELLIS. ☐

☐☐ Very respectfully,

A. F. CALDWELL, ☐☐  
*United States Indian Agent.* ☐

17.27. In quoted matter:

☐☐ "Very respectfully,

"M. T. JENKINSON. ☐  
 "ALBERT WARD."



17.28. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1-em quad between seal and signature. The word *seal* is to be set in small caps and bracketed.

□[SEAL]

RICHARD ROE, □ □ □  
Notary Public. □

J. M. WILBER. □[SEAL] □

BARTLET, ROBINS & Co. □[SEAL] □

Done at the city of Washington this  
16th day of May in the year of our Lord  
nineteen hundred and fifty-two,  
[SEAL] and of the independence of the  
United States of America the  
one hundred and seventy-sixth.

HARRY S. TRUMAN.

Done at the city of Washington this 16th day of May in the year of our Lord  
nineteen hundred and fifty-two, and of the independence of the United  
[SEAL] States of America the one hundred and seventy-sixth.

HARRY S. TRUMAN.

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## 18. COURTWORK

(See also Capitalization; General Instructions; Italic)

18.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

### Supreme Court records

18.2. Paragraphs are made of answers in Q. and A. matter.

18.3. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading.

18.4. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

18.5. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

18.6. Italic letters are used only to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

18.7. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed nor set in italic.

18.8. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

18.9. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

18.10. Doublets are indicated by italicizing the repeated words or lines.

18.11. A 3-em quad is used to indicate the omission of one or more words.

18.12. The names of vessels are set in roman, quoted.

18.13. The titles of cases are set in roman, including the abbreviation of *versus*.

18.14. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.

The Sun v. The Globe

The City of Washington v. The B. & O. RR. Co.

the defendant, The Davies County Bank

18.15. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft

pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e. g., J. 12345a, J. 12345b, etc., to the end).

18.16. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

18.17. The following abbreviations of the names of reporters are used in citations of United States Supreme Court Reports:

Abbreviation	Name
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U. S.	United States Reports
Wall.	Wallace
Wheat.	Wheaton

#### Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps."

18.19. In opinions of the Court of Claims, the United States Court of Appeals for the District of Columbia, and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

18.20. Single punctuation is used in citations wherever possible.

18.21. The STYLE MANUAL is followed in testimony in Court of Claims transcripts of evidence.

18.22. The spelling of Indian names is followed in the use of hyphens, accent marks, and spaces.

18.23. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

18.24. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief *or* claimants' brief  
 appellee's exhibits *or* appellees' exhibits

18.25. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

18.26. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

18.27. In National Labor Relations Board transcript, the contracted forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

18.28. If questions are numbered and the numbers with periods precede the questions, an en quad is used after the number; otherwise use 5-em space.

18.29. The words *infra* and *supra* are italicized.

18.30. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

18.31. In the titles of cases copy is followed as to use of figures and abbreviations.

18.32. Abbreviations in names of legal cases are to be followed literally in all classes of work.

18.33. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith.

The *Legal Tender* cases.

In Clarke's case the court said.

In the case of Clarke.

In *Ex parte* 74 the court said.

In the *Fifteen Percent Rate Increase* case the court decided.

In the case of Jones against Robinson. (A general or casual reference to a case.)

In *Jones v. Robinson* (122 U. S. 329). (A specific citation of a case.)

In *In re Robinson* (19 Wall. 304), the court \* \* \*.

*John Brown, Jr. v. Edwin Smith*

*Smith & Brown, Inc. v. Commissioner*

*Commissioner, etc. v. Klein Chain Co.*

*Dunham Towing & Wrecking Co. v. Basset* (the *Aksel Monson* case)

*United States v. 12 Diamond Rings.*

*The United States v. Forty Hogsheads of Tobacco.*

(*Ex parte* 74, 58 I. C. C. 220.)

Bowman Act (22 Stat. L., ch. 4, § [or sec.] 4, p. 50).

Act Aug. 5, 1882 (Supp. Rev. Stat. 284; Stat. L. 28; R. S. 15).

Rev. Stat., Stats., Stat. L., Stats. L., or R. S., as written.

*Clarke's case* (14 Howe 14).

WALLACE, J., delivered the opinion.

*Brown's case* (14 Hun 14).

In *Roe v. Doe* the court ruled.

*Smith v. United States*, 164 F. (2d) (or (2)) 650 (8th Cir. 1948) (*but* do not supply parentheses on "2d" if not in copy)

*Smith v. United States*, 164 F. (2d) 311 (C. C. A., 8th, 1948)

*Smith v. United States*, 164 F. (2d) 205 (C. C. A. 9, 1946)

*F. C. C. v. Imperial Radio Co.*, 49 F. Supp. 60 (E. D. Ill. 1950)

18.34. In citations of single lines, the period is inserted at the end of each line.

18.35. If citations are run in, semicolons are used.

18.36. The following forms show punctuation and spacing required:

1. X Q.	24. X Int.	Re-R. X Q. 5.
X Ques. 1.	X Int. 1.	24th. Cross-ques.
1. Add. direct.	X 20.	46th. Cross-int.
2. R. D. Q.	24. X.	46. Cross-int.
3. R. R. D. Q.	24. Q.	46. Cross-ques.
3. Re D. Q.	24. Question:	46. C. Int.
2. Re-R. D. Q.	X Q. 1.	46th. C. Int.
4. R. X Q.	24. Int.	Answer to cross-int. 1.
Re X Q. 1.	5 Re X Q.	Question 1.
R. X Int. 1.		

18.37. When spelled out, use the following forms:

cross-examination  
cross-interrogatory  
re-cross-examination

redirect examination  
re-redirect examination

18.38. Use brackets to enclose words interpolated by stenographer into or at the end of remarks of a witness.

18.39. Use parentheses for parenthetical phrases or sentences; also to enclose interpolated words following name, *Question* or *Answer*, or *Q.* or *A.*

18.40. If the entire sentence is in parentheses or brackets, the punctuation should be within the parentheses or brackets.



18.41. The following examples illustrate the use of brackets, parentheses, other punctuation, and spacing:

At end of sentence: [Laughter.]; within sentence: [laughter]

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

SEVERAL VOICES. Order!

The WITNESS. He did it that way [indicating].

[2 leads]

□ □ □ By the COMMISSIONER:

[1 lead]

Q. Do you know these men [handing witness a list]?

(Objected to.)

A. (After examining list.) Yes; I do.

Q. Did you see—A. No, sir.

Q. (Interrupting.) But why?—A. I really cannot say.

Q. What did you say?—A. It was the *City of Para*.

Q. The *City* of what? Did you say *Paris*?—A. No; I said *City*—

Q. Well, *Paris* or *Para*; it does not matter.

Question (continuing).

Answer (reads).

[2 leads]

□ □ □ By Mr. SMITH:

[1 lead]

18.42. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

That case has *not* been decided. [Italic ours.]

18.43. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems. Other matter that follows a colon is either quoted or separated from preceding indented matter by 3 leads.

18.44. Footnote matter following a colon does not indent. It is quoted and set full measure.

18.45. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

18.46. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit No. 4 was thereupon placed on file.

18.47. The following capitalization is followed in all courtwork:

Circuit Court

Circuit Court for the Southern District

Circuit Court of the United States for the Southern District of New York

County Court

Court of Appeals

Court of Customs and Patent Appeals

Court of Claims

District Court

Emergency Court of Appeals

John Smith, United States marshal for the Northern District

Southern District

Sixth Circuit

Superior Court

Supreme Bench

Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

[Cover for briefs]

No. 738

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*In the Supreme Court of the United States*

OCTOBER TERM, 1938

---

BIG LAKE OIL COMPANY, PETITIONER

[3 leads]

*v.*

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
CIRCUIT COURT OF APPEALS FOR THE THIRD CIRCUIT*

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

---

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[Caption for briefs]

*In the Supreme Court of the United States*

OCTOBER TERM, 1938

---

No. 738

BIG LAKE OIL COMPANY, PETITIONER

*v.*

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
CIRCUIT COURT OF APPEALS FOR THE THIRD CIRCUIT*

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Cover for Circuit Court briefs]

No. 11266

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In the <sup>1</sup> United States Court of Appeals  
for the <sup>1</sup> Sixth Circuit

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[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS & COMPANY, RESPONDENT

---

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE  
NATIONAL LABOR RELATIONS BOARD <sup>2</sup>

---

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD <sup>3</sup>

---

GEORGE J. BOTT,<sup>4</sup>

*General Counsel,*

SAMUEL M. SINGER,

ROBERT G. JOHNSON,

*Attorneys,*

*National Labor Relations Board.*

To be argued by:

MARCEL MALLET-PREVOST,

*Attorney.*<sup>5</sup>

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<sup>1</sup> "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

<sup>2</sup> In briefs for Second Circuit, set in 10-point italic.

<sup>3</sup> In briefs for Second Circuit, set in case 132 if 1 line and in case 212 to avoid 2 lines.

<sup>4</sup> In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

<sup>5</sup> In Second Circuit briefs, set in 12-point.

NOTES.—In briefs for Second Circuit, indexes are set in 10-point; in briefs for all other courts, in 8-point.

Second Circuit briefs are usually set in 12-point; but when long, they are set in 11-point, including cover. They follow the same style as 11-point briefs of any other circuit.



[Cover for briefs]

No. 49112

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# In the United States Court of Claims

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OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON AS THE SURVIVING MEMBER OF AND IN BEHALF OF BOSWELL-KAHN-THORNTON COMMISSION CO. AND KAHN AND THORNTON COMMISSION CO.,  
PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

---

## BRIEF FOR THE UNITED STATES

---

HOLMES BALDRIDGE,

*Assistant Attorney General.*

ANDREW D. SHARPE,

ELLIS N. SLACK,

*Special Assistants to the Attorney General.*

JOHN A. REES,

*Attorney.*

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[Cover for briefs]

**BRIEF FOR RESPONDENT**

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---

**United States Court of Appeals**

FOR THE DISTRICT OF COLUMBIA CIRCUIT

---

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

---

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER  
COMMISSION

---

BRADFORD ROSS,

*General Counsel.*

WILLARD W. GATCHELL,

*Assistant General Counsel.*

JOHN C. MASON,

*Attorney,**Counsel for Respondent,**Federal Power Commission, Washington, D. C.*

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[Cover for briefs]

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## In the United States Court of Customs and Patent Appeals

---

PATENT APPEAL NO. 5648

---

In re Harker H. Hittson—Improvement in Road  
Grader

---

BRIEF FOR THE COMMISSIONER OF PATENTS

---

W. W. COCHRAN,  
*Solicitor, United States Patent Office.*

E. L. REYNOLDS,  
*Of Counsel.*

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[Supreme Court decisions]

## SUPREME COURT OF THE UNITED STATES

---

No. 295.—OCTOBER TERM, 1950.

---

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, <i>v.</i> Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
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[April 9, 1951.]

MR. JUSTICE DOUGLAS delivered the opinion of the  
Court.

Respondent, a former captain in the Army, was honor-  
ably discharged for physical disability and without retire-  
ment pay, as the result of a decision by an Army Retiring



# In the United States Court of Claims

No. 43408

(Filed \_\_\_\_\_ )

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JAMES C. R. SCHWENCK v. THE UNITED STATES

---

## REPORT OF COMMISSIONER

To the honorable the CHIEF JUDGE AND ASSOCIATE JUDGES  
OF THE UNITED STATES COURT OF CLAIMS :

Pursuant to the order of reference in the above-entitled case the undersigned commissioner herewith makes the following report of his findings of fact:

1. During the times involved herein plaintiff held the rank of captain, United States Army.

[Supreme Court—Transcripts of record]

## SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1938

---

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,  
AND AGENT UNDER SECTION 206 OF TRANSPORTA-  
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE  
ESTATE OF JESSE GREEN, DECEASED

---

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME  
COURT OF THE STATE OF MISSISSIPPI

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## INDEX

[Set index in 8-point leaded]

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<sup>1</sup> Decisions follow same general style.

[Opinions—U. S. Court of Appeals for the District of Columbia]

# United States Court of Appeals

[3 leads]

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED;  
GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of  
Columbia

Argued October 16, 1937—Decided January 20, 1938

*William C. Sullivan*, of Washington, D. C., for appellant.

*George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh Hay O'Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner, Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott Gatley*, all of Washington, D. C., for appellees.

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER,  
and STEPHENS, Associate Justices <sup>1</sup>

MARTIN, *Chief Justice*: This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that \* \* \*

\* \* \* \* \*

*Reversed and remanded.*

A true copy.

Test: <sup>2</sup>

[2 slugs]

*Clerk, United States Court of Appeals  
for the District of Columbia.*

<sup>1</sup> C. J. and J.J. when in copy.

<sup>2</sup> As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8-point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES CIRCUIT COURT OF APPEALS FOR THE<sup>1</sup>  
FOURTH CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT  
[3 leads]

v.  
[3 leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND  
MAE EARWOOD, APPELLEES

Appeal from the District Court of the United States for the Southern  
District of West Virginia, at Huntington. At law

Argued January 14, 1938—Decided April 2, 1938<sup>2</sup>

March 22, 1938<sup>2</sup>

Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District  
Judge

*Mr. W. N. Ivie*, United States Attorney (*Mr. Cleveland Cabler*,  
Regional Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant  
United States Attorney, were with him on the brief), for appellant.  
*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.

*Opinion of the court*<sup>3</sup>

NORTHCOTT, *Circuit Judge*: This is an action at law brought in the  
District Court of the United States for the Southern District of West  
\* \* \* \* \*

The judgment is reversed and the cause is remanded for further  
and not inconsistent proceedings.

*Affirmed.*

A true copy.  
Teste: <sup>2</sup>

[Two slugs]  
*Clerk of the United States Circuit Court of  
Appeals for the Fourth Circuit.*

<sup>1</sup> Supply "for the" when not in copy.  
<sup>2</sup> As in copy.  
<sup>3</sup> Do not supply if not in copy.



Useful  
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## 19. USEFUL TABLES

### GEOLOGIC TERMS

[With suggestions by U. S. Geological Survey]

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The following list includes some of the terms which are or have been in common use. It should be noted that "Coal Measures" is used for a subdivision of the Carboniferous system; "Calceiferous" and "Magnesian" for lithologic subdivisions of the Cambrian and Ordovician, respectively; and "Red Beds" for "Permo-Triassic" rocks of the West; and that these terms, if used in a common-noun sense, are not capitalized or quoted. The term *redbeds* (lowercase, one word) is used in a technical, nonliteral sense to designate certain formations of mixed lithologic character that are predominantly red. The adjectives *upper*, *middle*, and *lower* are capitalized only as indicated in the list, unless the term is quoted (lower Carboniferous; "Lower Carboniferous"). Such common nouns as *formation*, *member*, *group*, *anticline*, *syncline*, *dome*, *uplift*, and *terrace* are not capitalized even if preceded by a name: Mesaverde formation, Devol anticline, Ozark uplift, etc.

Algonkian type	Devonian—Con.	Miocene:	"Permo-Carbon- iferous"
Archean type	Upper	lower	Pleistocene
"Calceiferous"	Eocene:	middle	Pliocene:
Cambrian:	lower	upper	post-Pliocene
Lower	middle	Mississippian	pre-Cambrian
Middle	upper	Mohawkian	pre-Pliocene
Upper	Georgian	Neocene	Proterozoic
Carboniferous:	glacial:	Oligocene:	Quaternary
lower	interglacial	lower	Recent
upper	postglacial	middle	"Red Beds"
Cenozoic	preglacial	upper	Saratogan
Cincinnatian	Jurassic:	Ordovician:	Silurian
"Coal Measures"	Lower	Lower	Tertiary
"Corniferous"	Middle	Middle	Triassic:
Cretaceous:	Upper	Upper	Lower
Lower	"Juratrias"	Paleocene	Middle
Upper	"Lignitic"	Paleozoic	Upper
Devonian:	lignitic	Pennsylvanian	
Lower	"Magnesian"	Permian	
Middle	Mesozoic		

### PHYSIOGRAPHIC TERMS

[With suggestions by U. S. Geological Survey]

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

#### PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland	Superior Upland	Embayed section.
Atlantic Plain	Continental Shelf	Sea Island section.
	Coastal Plain	Floridian section.
		East Gulf Coastal Plain.
		Mississippi Alluvial Plain.
		West Gulf Coastal Plain.



## PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowland.
	Blue Ridge province.....	Northern section. Southern section.
	Valley and Ridge province.....	Tennessee section. Middle section. Hudson Valley.
	St. Lawrence Valley.....	Champlain section. Northern section.
	Appalachian Plateaus.....	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section.
	New England province.....	Seaboard Lowland. New England Upland. White Mountain section. Green Mountain section. Taconic section.
	Adirondack province.....	
	Interior Low Plateaus.....	Highland Rim. Lexington Plain. Nashville Basin.
	Central Lowland.....	Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains.
	Great Plains.....	Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau.
Interior Highlands.....	Ozark Plateaus.....	Central Texas section. Springfield-Salem plateaus.
	Ouachita province.....	Boston "Mountains." Arkansas Valley. Ouachita Mountains.
Rocky Mountain System.....	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Intermontane Plateaus.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section.
	Colorado Plateaus.....	
	Basin and Range province.....	
Pacific Mountain System.....	Sierra-Cascade Mountains.....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada. Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Pacific Border province.....	
	Lower Californian province.....	

# PRINCIPAL AND GUIDE MERIDIANS AND BASELINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian.
Ashley guide meridian. (Utah.)	(Mont.)
Beaverhead guide meridian. (Mont.)	Louisiana meridian. (La.)
Belt Mountain guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Big Hole guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Bitterroot guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills guide meridian. (S. Dak.)	Musselshell guide meridian. (Mont.)
Boise meridian. (Idaho.)	Navajo base line. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	Navajo meridian. (Ariz.-N. Mex.)
Browning guide meridian. (Mont.)	New Mexico guide meridian. (N. Mex.-
Buffalo Creek guide meridian. (Mont.)	Colo.)
Carson River guide meridian. (Nev.)	New Mexico principal meridian.
Castle Valley guide meridian. (Utah.)	(N. Mex.-Colo.)
Chickasaw meridian. (Miss.)	Panguitch guide meridian. (Utah.)
Choctaw base line. (Miss.)	Passamari guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Pine Valley guide meridian. (Utah.)
Cimarron meridian. (Okla.)	Principal meridian. (Mont.)
Colorado guide meridian. (Utah.)	Red Rock guide meridian. (Mont.)
Columbia guide meridian. (Wash.)	Reese River guide meridian. (Nev.)
Colville guide meridian. (Wash.)	Ruby Valley guide meridian. (Nev.)
Copper River meridian. (Alaska.)	St. Helena meridian. (La.)
Coulson guide meridian. (Mont.)	St. Stephens base line. (Ala.-Miss.)
Deer Lodge guide meridian. (Mont.)	St. Stephens meridian. (Ala.-Miss.)
Deschutes meridian. (Oreg.)	Salt Lake meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	San Bernardino base line. (Calif.)
Fairbanks meridian. (Alaska.)	San Bernardino meridian. (Calif.)
Flathead guide meridian. (Mont.)	Sevier Lake guide meridian. (Utah.)
Fort Belknap guide meridian. (Mont.)	Seward meridian. (Alaska.)
Fremont Valley guide meridian. (Utah.)	Shields River guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Smith River guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Snake Valley guide meridian. (Utah.)
Grande Ronde guide meridian. (Oreg.)	Square Butte guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Sweet Grass guide meridian. (Mont.)
Haystack Butte guide meridian.	Tallahassee meridian. (Fla.)
(Mont.)	Teton guide meridian. (Mont.)
Helena guide meridian. (Mont.)	Uinta special meridian. (Utah.)
Henry Mountain guide meridian.	Ute principal meridian. (Colo.)
(Utah.)	Valley Creek guide meridian. (Mont.)
Horse Plains guide meridian. (Mont.)	Wah Wah guide meridian. (Utah.)
Humboldt meridian. (Calif.)	Washington meridian. (Miss.)
Humboldt River guide meridian.	Willamette meridian. (Oreg.-Wash.)
(Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF HEADS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.**

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Head of State	Legislative body	Government	Capital
Afghanistan-----	King (Shah)---	Parliament: Senate, National Assembly.	Kingdom---	Kābul.
Albania-----	President of Presidium of People's Assembly.	People's Assembly (unicameral).	Republic---	Tiranë.
Argentina-----	President	Congress: Senate, Chamber of Deputies.	do-----	Buenos Aires.
Australia-----	King (represented by Governor General).	Federal Parliament: Senate, House of Representatives.	Commonwealth.	Canberra.
Austria-----	Federal President.	Federal Assembly: Federal Council, National Council.	Republic---	Vienna (Wien).
Belgium-----	King	Parliament: Senate, Chamber of Representatives.	Kingdom---	Brussels (Bruxelles, Brussel).
Bolivia-----	President	National Congress: Chamber of Senators, Chamber of Deputies.	Republic---	Sucre, capital; La Paz, seat of government.
Brazil-----	do-----	National Congress: Federal Senate, Chamber of Deputies.	do-----	Rio de Janeiro.
British Commonwealth of Nations. <sup>1</sup>				
Bulgaria-----	President of Presidium.	People's National (or Popular) Assembly (unicameral).	do-----	Sofia (Sofiya).
Burma-----	President	Parliament: Constituent Assembly.	Union-----	Rangoon.
Cambodia <sup>2</sup> -----	King	Assembly-----	Kingdom---	Phnom Penh.
Canada-----	King (represented by Governor General).	Parliament: Senate, House of Commons.	Dominion---	Ottawa.
Ceylon-----	do-----	Parliament: Senate, House of Representatives.	do-----	Colombo.
Chile-----	President	National Congress: Senate, Chamber of Deputies.	Republic---	Santiago.
China-----	do-----	Legislative Yuan (Legislative Assembly).	do-----	T'ai-pei, Taiwan (Formosa), present seat of government.
Colombia-----	do-----	Congress: Senate, Chamber of Representatives.	do-----	Bogotá.
Costa Rica-----	do-----	Constitutional Congress (unicameral).	do-----	San José.
Cuba-----	do-----	Congress: Senate, Chamber of Representatives.	do-----	Habana.
Czechoslovakia-----	do-----	National Assembly (unicameral).	do-----	Prague (Praha).
Denmark-----	King	Parliament (Rigsdag): Senate (Landsting), House of Commons (Folketing).	Kingdom---	Copenhagen (København).
Dominican Republic.	President	Congress: Senate, Chamber of Deputies.	Republic---	Ciudad Trujillo.
Ecuador-----	do-----	National Congress: Senate, Chamber of Deputies.	do-----	Quito.
Egypt-----	King (provisional regency council).	Parliament: Senate, Chamber of Deputies.	Kingdom---	Cairo (El Qāhira).
Éire. (See Ireland.)				
El Salvador-----	President	National Constituent Assembly (unicameral).	Republic---	San Salvador.
Estonia <sup>3</sup> -----	Emperor	Parliament: Senate, Chamber of Deputies.	do-----	Tallinn.
Ethiopia-----	Emperor	Diet (Eduskunta) (unicameral).	Empire---	Addis Ababa (Addis Ababā).
Finland-----	President	Parliament: Council of Republic, National Assembly.	Republic---	Helsinki (Helsingfors).
France-----	do-----	Parliament: Federal Assembly (Bundestag), Federal Council (Bundesrat).	do-----	Paris.
Germany <sup>4</sup> -----	do-----	Parliament: House of Lords, House of Commons.	Federal Republic.	Bonn.
Great Britain and Northern Ireland, United Kingdom of.	Queen	Parliament: House of Lords, House of Commons.	United Kingdom.	London.
Greece-----	King	Chamber of Deputies (unicameral).	Kingdom---	Athens (Athina).

See footnotes at end of table.



**PRINCIPAL FOREIGN COUNTRIES, TITLES OF HEADS OF STATE, NAMES OF  
LEGISLATIVE BODIES, ETC.—Continued**

Country	Head of State	Legislative body	Government	Capital
Guatemala.....	President.....	Congress (unicameral).....	Republic.....	Guatemala City (Guatemala).
Haiti.....	.....do.....	National Assembly: Senate, Chamber of Deputies.	.....do.....	Port-au-Prince.
Honduras.....	.....do.....	Congress of Deputies (uni- cameral).	.....do.....	Tegucigalpa.
Hungary.....	.....do.....	Parliament (Országgyűlés) (unicameral).	.....do.....	Budapest.
Iceland.....	.....do.....	Parliament (Althing): Upper Chamber, Lower Chamber.	.....do.....	Reykjavík.
India.....	.....do.....	Parliament: Council of States, House of the People.	.....do.....	New Delhi.
Indonesia.....	.....do.....	Parliament (provisional).	.....do.....	Djakarta.
Iran.....	King (Shahin- shah).	National Consultative Assem- bly (Majlis).	Kingdom.....	Teheran (Tehrān).
Iraq.....	King (regency until May 1953).	Parliament: Senate, Chamber of Deputies.	.....do.....	Baghdad (Bagh- dād).
Ireland.....	President.....	Parliament: Senate, House of Representatives.	Republic.....	Dublin.
Israel.....	.....do.....	Constituent Assembly (Knes- set) (unicameral).	State.....	Tel Aviv (Tēl Āviv).
Italy.....	.....do.....	Parliament: Senate, Chamber of Deputies.	Republic.....	Rome (Roma).
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives.	Empire.....	Tokyo (Tōkyō).
Jordan.....	King (regency council until May 1953).	Parliament: Senate, Chamber of Deputies.	Kingdom.....	'Ammān.
Korea.....	President.....	National Assembly (unicam- eral).	Republic.....	Seoul (Kyōng- sōng).
Laos <sup>2</sup> .....	King.....	Assembly.....	Kingdom.....	Vientiane.
Lithuania <sup>3</sup> .....	.....do.....	.....do.....	Republic.....	Rīga (Riga).
Lebanon.....	President.....	Chamber of Deputies (uni- cameral).	.....do.....	Beirut (Beirūt).
Liberia.....	.....do.....	Congress: Senate, House of Representatives.	.....do.....	Monrovia.
Liechtenstein.....	Prince.....	Diet (unicameral).....	Principality.....	Vaduz.
Luxembourg.....	Grand Duchess.....	Chamber of Deputies (uni- cameral).	Republic.....	Kaunas.
Malaya, Federa- tion of.....	High Commis- sioner.....	Federal Legislative Council (unicameral).	Grand Duchy. Federation.....	Luxembourg.
Mexico.....	President.....	General Congress: Chamber of Senators, Chamber of Deputies.	Republic.....	Kuala Lumpur.
Monaco.....	Prince.....	Council of State (unicameral).	Principality.....	Mexico City (Ciudad de México).
Morocco (Tangier Zone, French Morocco, Span- ish Morocco).	Sultan.....	(Absolute monarchy, in prin- ciple.)	Sultanate.....	Monaco.
Muscat and Oman.....	.....do.....	Absolute monarchy.....	.....do.....	Rabat, capital and residence of Sul- tan.
Nepal.....	King (de jure); Prime Minis- ter (de facto head of State).	Cabinet.....	Kingdom.....	Muscat (Masqat). Kātmāndu.
Netherlands.....	Queen.....	States-General: First Cham- ber, Second Chamber.	.....do.....	Amsterdam, capi- tal; The Hague (’s Gravenhage), seat of govern- ment.
New Zealand.....	King (repre- sented by Governor General).	Parliament: General Assem- bly (unicameral).	Dominion.....	Wellington.
Nicaragua.....	President.....	Congress: Chamber of Sena- tors, Chamber of Deputies.	Republic.....	Managua.
Norway.....	King.....	Parliament (Storting): Lag- ting, Odelsting. <sup>5</sup>	Kingdom.....	Oslo.
Pakistan.....	Governor Gen- eral.....	Constituent Assembly.....	Dominion.....	Karāchi.
Panama.....	President.....	National Assembly (unicam- eral).	Republic.....	Panamá.
Paraguay.....	.....do.....	Council of State: House of Representatives (unicam- eral).	.....do.....	Asunción.
Peru.....	.....do.....	Congress: Senate, Chamber of Deputies.	.....do.....	Lima.
Philippines.....	.....do.....	Congress: Senate, House of Representatives.	.....do.....	Manila.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF HEADS OF STATE, NAMES OF  
LEGISLATIVE BODIES, ETC.—Continued**

Country	Head of State	Legislative body	Government	Capital
Poland.....	President.....	Diet (Sejm) (unicameral).....	Republic.....	Warsaw (Warszawa).
Portugal.....	do.....	National Assembly (unicameral).	do.....	Lisbon (Lisboa).
Rumania.....	President of Presidium.	Grand National Assembly (unicameral).	do.....	Bucharest (București).
Russia. (See Union of Soviet Socialist Republics.)				
Salvador. (See El Salvador.)				
San Marino.....	Regents (2).....	Grand Council (unicameral).....	do.....	San Marino.
Saudi Arabia.....	King.....	Absolute monarchy.....	Kingdom.....	Riyadh (Ar Riyādh), capital and King's residence; Jidda, diplomatic center.
Siam. (See Thailand.)				
South Africa, Union of.	King (represented by Governor General).	Parliament: Senate, House of Assembly.	Dominion.....	Pretoria, capital and seat of administration; Cape Town, seat of legislature.
Spain <sup>6</sup> .....	Chief of State.....	Cortes (unicameral).....	Kingdom.....	Madrid.
Sweden.....	King.....	Parliament (Riksdag): First Chamber, Second Chamber.	do.....	Stockholm.
Switzerland.....	President.....	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation.	Bern.
Syria.....	do.....	Chamber of Deputies (unicameral).	Republic.....	Damascus (Dimshq).
Thailand (official) (Siam).	King.....	Legislature: Upper House, Lower House.	Kingdom.....	Bangkok (Krung Thep).
Transjordan. (See Jordan.)				
Turkey.....	President.....	Grand National Assembly (unicameral).	Republic.....	Ankara.
Union of Soviet Socialist Republics.	Chairman of Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Union.....	Moscow (Moskva).
Uruguay.....	President of National Council.	General Assembly: Chamber of Senators, Chamber of Representatives.	Republic.....	Montevideo.
Venezuela.....	do.....	National Congress: Chamber of Senators, Chamber of Deputies.	do.....	Caracas.
Viet-Nam <sup>2</sup> .....	Chief of State.....	None, pending elections.....	State.....	Saigon.
Yemen.....	King (Imam).....	Absolute monarchy.....	Kingdom.....	Sana'a.
Yugoslavia.....	President of Presidium of National Assembly.	Assembly (Skupština): Federal Council, Council of Nationalities.	Republic.....	Belgrade (Beograd).

<sup>1</sup> See separate entries: United Kingdom of Great Britain and Northern Ireland, Australia, Canada, Ceylon, India, New Zealand, Pakistan, and Union of South Africa.

<sup>2</sup> The Associated States of Cambodia, Laos, and Viet-Nam are independent States within the French Union. Viet-Nam (local official); Vietnam (conventional—see rule 5.37, p. 62); Vietnamese (adjective form).

<sup>3</sup> The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

<sup>4</sup> Germany, comprising the areas of the 4 zones of occupation, Berlin, and the areas provisionally administered. In this table, the items in the entry for Germany apply to the Federal Republic of Germany, the government established in Western Germany. However, supreme authority is exercised in certain fields by the Allied High Commission (representing the United States, Great Britain, and France). The government for Berlin functions in the American, British, and French sectors of Occupation of Berlin, under authority of the Allied Kommandatura. The Eastern Zone of occupation of Germany and a sector of Berlin are occupied by the Soviet Union. Certain areas of Germany are provisionally under the administration of Poland and of the Soviet Union.

<sup>5</sup> No accurate English equivalents.

<sup>6</sup> The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State. Countries that do not use a Latin alphabet officially are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Abyssinia. (See Ethiopia.)		
*Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Andorra	Andorran(s)	Andorran.
*Arabia. (See Saudi Arabia.)		
Argentina	Argentinean(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
*Bahrein	Bahreini(s)	Bahrein or Bahreini.
Belgium	Belgian(s)	Belgian.
*Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Brazil, United States of	Brazilian(s)	Brazilian.
*Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burmese (singular, plural)	Burmese.
*Byelorussia	Byelorussian(s)	Byelorussian.
Cambodia	Cambodian(s)	Cambodian.
Canada	Canadian(s)	Canadian.
*Ceylon	Ceylonese (singular, plural)	Ceylonese.
Chile	Chilean(s)	Chilean.
*China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
*Egypt	Egyptian(s)	Egyptian.
*Eire. (See Ireland.)		
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
*Ethiopia (Abyssinia)	Ethiopian(s) (preferred)	Ethiopian (preferred).
	Abyssinian(s)	Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
Germany	German(s)	German.
Great Britain	Briton(s), British (collective, plural) <sup>1</sup>	British. <sup>1</sup>
*Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
Indochina <sup>2</sup>	Indochinese (singular, plural)	Indochinese.
Indonesia	Indonesian(s)	Indonesian.
*Iran	Iranian(s)	Iranian.
*Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland	Irishman(men), Irish (collective, plural) <sup>3</sup>	Irish.
Isle of Man	Manxman(men), Manx (collective, plural)	Manx.
Israel	Israeli(s)	Israel or Israeli.
Italy	Italian(s)	Italian.
*Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordan(s), Jordanian(s)	Jordan or Jordanian.
*Korea	Korean(s)	Korean.
*Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti.
Laos	Lao (singular, plural)	Lao.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malaya, Federation of	Malayan(s)	Malayan.
Mexico (United Mexican States)	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.

See footnotes at end of table.



## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
*Nepal.....	Nepalese (singular, plural).....	Nepalese.
Netherlands <sup>1</sup> .....	Netherlander(s).....	Netherland. <sup>4</sup>
New Zealand.....	New Zealander(s).....	New Zealand.
Newfoundland.....	Newfoundlander(s).....	Newfoundland.
Nicaragua.....	Nicaraguan(s).....	Nicaraguan.
Norway.....	Norwegian(s).....	Norwegian.
Pakistan.....	Pakistani(s).....	Pakistan or Pakistani.
Palestine.....	Palestinian(s).....	Palestinian.
Panama.....	Panamanian(s).....	Panamanian.
Paraguay.....	Paraguayan(s).....	Paraguayan.
Persia. (See Iran.)		
Peru.....	Peruvian(s).....	Peruvian.
Philippines.....	Filipino(s).....	Philippine.
Poland.....	Pole(s).....	Polish.
Portugal.....	Portuguese (singular, plural).....	Portuguese.
Rumania.....	Rumanian(s).....	Rumanian.
Russia. (See Union of Soviet Socialist Republics.)		
Salvador. (See El Salvador.)		
San Marino.....	San Marinese(s).....	San Marinese.
*Saudi Arabia.....	Saudi Arab(s).....	Saudi Arabian.
Scotland.....	Scot(s), Scotch (collective, plural).....	Scotch; Scottish.
Siam. (See Thailand.)		
South Africa, Union of.....	South African(s).....	South African.
Spain.....	Spaniard(s).....	Spanish.
Sweden.....	Swede(s).....	Swedish.
Switzerland.....	Swiss (singular, plural).....	Swiss.
Syria.....	Syrian(s).....	Syrian.
*Thailand.....	Thai(s).....	Thai.
*Transjordan. (See Jordan.)		
Tunisia.....	Tunisian(s).....	Tunisian.
Turkey.....	Turk(s).....	Turkish.
Ukraine.....	Ukrainian(s).....	Ukrainian.
*Union of Soviet Socialist Republics.....	( <sup>5</sup> ).....	Soviet.
United States of America.....	American(s).....	{American (preferred). United States.
Uruguay.....	Uruguayan(s).....	Uruguayan.
Venezuela, United States of.....	Venezuelan(s).....	Venezuelan.
Viet-Nam.....	Vietnamese (singular, plural).....	Vietnamese.
Wales.....	Welshman(men), Welsh (collective, plural).....	Welsh.
*Yemen.....	Yemeni(s).....	Yemen or Yemeni.
Yugoslavia.....	Yugoslav(s).....	Yugoslav.

<sup>1</sup> The term "British" is usually used of or pertaining to Great Britain, or in the widest sense to the United Kingdom of Great Britain and Northern Ireland, or its inhabitants. It is also occasionally used as meaning "of or appertaining to the British Commonwealth of Nations"; e. g., "British" subject.

<sup>2</sup> The Associated States of Cambodia, Laos, and Viet-Nam.

<sup>3</sup> Irish (collective, plural) is used generally in the case of Ireland, the island.

<sup>4</sup> Netherland is generally preferred, but Netherlands is the official form for Netherlands Government.

<sup>5</sup> The word "Soviet," which means council, cannot be used correctly in this sense; use instead "of Soviet nationality" (citizenship); "Soviet national(s)"; or "Soviet citizen(s)."

FOREIGN MONEY<sup>1</sup>

[Based on Currencies of Various Countries, International Monetary Fund, 1951; World Monetary Stocks, Department of the Treasury, 1952; Webster's New International Dictionary, 1951; also suggestions by the Department of State]

Country	Basic monetary unit		Principal fractional unit	
	Name <sup>2</sup>	Abbreviation or symbol	Name <sup>2</sup>	Abbreviation
Afghanistan	Afghani		Pul	
Albania	Lek		Quidar	
Andorra	(Franc (French franc))			
Argentina	Peseta (Spanish peseta)			
Australia	Peso <sup>3</sup>	\$.	Centavo	Ctvo.
Austria	Pound <sup>4</sup>	£	Shilling, penny (pence)	s., d.
	Schilling	S.	Groschen (singular, plural)	
Belgium	Franc	Bfr.	Centime	C.
Bolivia	Boliviano	Bs.	Centavo	Ctvo.
Brazil	Cruzeiro <sup>5</sup>	Cr\$	do	Ctvo.
British Honduras	Dollar	BH\$	Cent	
Bulgaria	Lev (leva)	£	Stotinka (stotinki)	
Burma	Rupee	Bur Rs	Anna	
Cambodia	Piaster	Ps	Cent	
Canada <sup>6</sup>	Dollar	Can\$	do	c., ct(s).
Ceylon	Rupee	Cey Rs	do	
Chile	Peso	Chil\$	Centavo	Ctvo.
China	New Taiwan Yuan (singular, plural)	NT¥		
Colombia	Peso	Ps\$	Centavo	Ctvo.
Costa Rica	Colon (colones)	¢	Centimo	Ctmo.
Cuba	Peso	\$.	Centavo	Ctvo.
Czechoslovakia	Koruna	Kč.	Haler (haleru)	Ha.
Danzig <sup>7</sup>				
Denmark	Krone (kroner)	DKr.	Øre (singular, plural)	
Dominican Republic	Peso	RD\$	Centavo	
Ecuador	Sucre	S/	do	Ctvo.
Egypt	Pound	E£	Piaster	Pl., pias.
El Salvador	Colon (colones)	¢	Centavo	Ctvo.
Estonia <sup>8</sup>				
Ethiopia	Dollar	Eth\$	Cent	
Finland	Markka	Fmk.	Penni (pennia)	Pia.
France <sup>9</sup>	Franc	fr.	Centime	
Germany	Deutschemarek	DM	Pfennig	pf.
Great Britain <sup>10</sup>	Pound	£	Shilling, penny (pence)	s., d.
Greece	Drachma	Dr.	Lepton (lepta)	
Guatemala	Quetzal (quetzales)	Q.	Centavo	Ctvo.
Haiti	Gourde	G.	Centime	
Honduras	Lempira	L.	Centavo	Ctvo.
Hong Kong	Dollar	HK\$	Cent	
Hungary	Forint	Ft.	Filler (singular, plural)	
Iceland	Krona (kronur)	IKr.	Öre (aurar) (singular, plural)	
India	Rupee	Rs.	Anna	
Indonesia	Rupiah (singular, plural)		Cent	
Iran	Rial	Rls.	Dinar	
Iraq	Dinar	ID	Fil	
Ireland (Éire)	Pound	£	Shilling, penny (pence)	s., d.
Israel	do	£	Prutah (prutot)	
Italy	Lira (lire)	Lit.	Centesimo (centesimi)	Ctmo.
Japan	Yen (singular, plural)	¥	Sen	
Jordan	Dinar	JD	Fil	
Korea	Won (singular, plural)			
Kuwait	Rupee (Indian rupee)			
Laos	Piaster	Ps	Cent	
Latvia <sup>8</sup>				
Lebanon	Pound	£	Piaster	
Liberia	Dollar	\$.	Cent	
Liechtenstein	Franc (Swiss franc)			
Lithuania <sup>8</sup>				
Luxembourg	Franc	Lux fr.	Centime	
Malaya, Federation of	Dollar	Mal\$	Cent	
Mexico	Peso	\$.	Centavo	Ctvo.
Monaco	Franc (French franc)			
Morocco:				
International zone (Tangier)	Franc (Moroccan franc)	MFr.	Centime	
French zone	do	MFr.	do	
Spanish zone	Peseta (Spanish peseta)	P.	Centimo	

See footnotes at end of table.

FOREIGN MONEY<sup>1</sup>—Continued

Country	Basic monetary unit		Principal fractional unit	
	Name <sup>2</sup>	Abbrevia- tion or symbol	Name <sup>3</sup>	Abbrevia- tion
Nepal	Rupee	Nep Rs	Pie (pice)	
Netherlands <sup>11</sup>	Guilder, florin	f	Cent	
New Zealand	Pound	NZ£	Shilling, penny (pence)	s., d.
Nicaragua	Cordoba	Cs	Centavo	Ctvo.
Norway	Krone (kroner)	NKr	Øre (singular, plural)	
Pakistan	Rupee	PRs	Anna, pice	
Panama	Balboa	B	Centesimo	Ctmo.
Paraguay	Guarani (guaranies)	₡	Centavo	Ctvo.
Peru	Sol (soles)	S/	do	Ctvo.
Philippines	Peso	P	do	Ctvo.
Poland	Zloty	Zl	Grosz (grosze; groszy)	
Portugal <sup>12</sup>	Escudo	Esc	Centavo	Ctvo.
Rumania	Leu (lei)	L	Ban (bani)	
San Marino	Lira (lire)		Centesimo (centesimi)	
Saudi Arabia	Riyal	SA Ri	Piaster	
Singapore	Dollar	Mal\$	Cent	
Spain	Peseta	P	Centimo	Ctmo.
Sweden	Krona (kroner)	SKr	Øre (singular, plural)	
Switzerland	Franc	Sw fr	Centime	
Syria	Pound	S£	Piaster	
Thailand	Baht (singular, plural)		do	
Turkey	Lira	TL	do	
Union of South Africa	Pound	SA £	Shilling, penny (pence)	
U. S. S. R. (Russia)	Ruble	R	Kopek	
Uruguay	Peso	₡	Centesimo	Ctmo.
Venezuela	Bolivar (bolivares)	Bs	Centimo	Ctmo.
Viet-Nam	Piaster		Cent	
Yemen	Imani or Maria Theresa dollar	MT	Bogsha (bogash)	
Yugoslavia	Dinar	Din	Para	

<sup>1</sup> The conventions for writing sums of money in foreign countries are similar, generally, to those in the United States in that the symbol or abbreviation of the basic unit is placed before the sum, and a period, a comma, or simply a space appears before the fractional part. "DM1.225.50," for example, means 1,225 deutschmarks 50 pfennigs. Some other conventions are contained in the following footnotes.

<sup>2</sup> Unless otherwise indicated in parentheses, plurals of these terms are formed regularly by adding "s."  
<sup>3</sup> The term "gold peso" (oro sellado) is abbreviated "o/s," but gold coins are not widely in circulation. Official and private accounts are kept in terms of the paper peso (moneda nacional, abbreviated "m/n"), indicated as M\$N; thus: \$632,790, or \$632,790 (m/n).

<sup>4</sup> Sums are written as in Great Britain except that the symbol £, for the pound, is usually preceded by an A. (See footnote 9.)

<sup>5</sup> The conto is 1,000 cruzeiros. Sums are written: 25.376:125\$320, which reads 25,376 contos 125 cruzeiros 320 reis.

<sup>6</sup> Including Newfoundland, now a Province of Canada.

<sup>7</sup> There has been no separate currency issue in Danzig since prior to World War II.

<sup>8</sup> There has been no national currency issue in Estonia, Latvia, and Lithuania since World War II.

<sup>9</sup> The franc units of Algeria, Morocco, Tunisia, French West Indies, and French Guiana are equivalent to the French franc. However, the currency units of certain French possessions bear differing ratios to the French franc. Their names and areas of circulation are as follows: CFA franc, French West Africa, French Equatorial Africa, Madagascar, Réunion; CFP franc, New Caledonia, New Hebrides, and French establishments in Oceania; Djibouti franc, French Somaliland; rupee, French establishments in India.

<sup>10</sup> Sums of money are written as follows: £5 4s. 6d. or £5.4.6, not 5/4/6. Currency units of a number of nonmetropolitan areas are equivalent to the British pound; namely, the West African pound (in Gambia, Gold Coast, Nigeria, and Sierra Leone), the Southern Rhodesian pound (in Northern and Southern Rhodesia and in Nyasaland), the pound units of Cyprus, Gibraltar, Malta, Bahamas, Bermuda, Jamaica, and the Falkland Islands. However, units of certain areas bear differing ratios to the British pound; namely, the East African shilling (in Kenya, Uganda, Tanganyika, and Zanzibar), British West Indian dollar (in Barbados, Trinidad, and British Guiana), British Honduran dollar, Mauritius rupee, Seychelles rupee, Fijian pound, Tongan pound, Hong Kong dollar, Malayan dollar, and the Sarawak and British North Borneo dollars.

<sup>11</sup> There are local currency units in Netherlands territory; namely, the Surinam guilder, the Nederlandse Antillen (Netherlands West Indies) guilder, and the Netherlands New Guinea guilder. These are not equivalent to the Netherlands guilder.

<sup>12</sup> The symbol (\$) is used between the escudo and the centavo; the colon (:) is used between the conto (=1,000 escudos) and the escudo; the sum written 125,750:350\$50, for example, reads 125,750 contos 350 escudos 50 centavos. The escudo is used in Portuguese colonies, except in Angola (Portuguese West Africa), where the unit is the angular which is equivalent to the Portuguese escudo.



# UNITED STATES EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	(?).
1 bouw=7,096.5 square meters=1.754 acres.	Indonesia.	1 manzana=1.7266 acres.	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. <sup>1</sup>	1 morgen=2.1165 acres.	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.248 kilogram=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.	Norway.	1 picul=133¼ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.	(?).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	(?).
1 hectoliter=2.8378 Winchester bushels.	(?).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia. <sup>1</sup>	1 rai=0.3954 acre.	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa. <sup>1</sup>	1 Russian pound=½ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa. <sup>1</sup>	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do. <sup>1</sup>	1 tan (or picul)=133¼ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	(?).	1 ton (metric)=2,204.6 pounds, avoirdupois.	(?).
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.3966 acres.	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

<sup>1</sup> List of countries given may not be complete.

<sup>2</sup> Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

## METRIC TABLES

### LENGTH

Myriameter.....	10,000 meters.....	6.2137 miles.	Meter.....	1 meter.....	39.37 inches.
Kilometer.....	1,000 meters.....	0.62137 mile.	Decimeter.....	0.1 meter.....	3.937 inches.
Hectometer.....	100 meters.....	328 feet 1 inch.	Centimeter.....	0.01 meter.....	0.3937 inch.
Dekameter.....	10 meters.....	39.37 inches.	Millimeter.....	0.001 meter.....	0.0394 inch.

## METRIC TABLES—Continued

## AREA

Hectare.....	10,000 square meters.....	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centiare.....	1 square meter.....	1,550 square inches.

## WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters.....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters.....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

## CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter.....	1	1 cubic decimeter..	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter..	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

## COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Pound, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.....	0.9463 liter.		

## PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.305	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

## INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

## NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point.....	11	8	26½	8-point.....	32	23	81
12-point.....	14	11	36	6-point.....	47	34	144
11-point.....	17	14	43	5-point.....	69	50	207
10-point.....	21	16	52				





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## 20. COUNTIES

Note the orthography of names of the following counties:

Allegany in Maryland and New York	Huntington in Indiana
Alleghany in North Carolina and Virginia	Johnston in North Carolina and Oklahoma; all others Johnson
Allegheny in Pennsylvania	Kanabec in Minnesota
Andrew in Missouri	Kennebec in Maine
Andrews in Texas	Kearney in Nebraska
Aransas in Texas	Kearny in Kansas
Arkansas in Arkansas	Lawrence in all States
Barber in Kansas	Linn in Iowa, Kansas, Missouri, and Oregon
Barbour in Alabama and West Virginia	Lynn in Texas
Brevard in Florida	Loudon in Tennessee
Broward in Florida	Loudoun in Virginia
Brooke in West Virginia	Manatee in Florida
Brooks in Georgia and Texas	Manistee in Michigan
Brown in all States	Merced in California; Mercer elsewhere
Bulloch in Georgia	Morton )
Bullock in Alabama	Norton ) both in Kansas
Burnet in Texas	Muscogee in Georgia
Burnett in Wisconsin	Muskogee in Oklahoma
Cheboygan in Michigan; Sheboygan in Wisconsin	Park in Colorado and Montana
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark	Parke in Indiana
Coffee in Alabama, Georgia, and Tennessee	Pottawatomie in Kansas and Oklahoma
Coffey in Kansas	Pottawattamie in Iowa
Coal in Oklahoma	Sanders in Montana
Cole in Missouri	Saunders in Nebraska
Coles in Illinois	Smyth in Virginia; all others Smith
Cook in Illinois and Minnesota	Stafford in Virginia
Cooke in Texas	Strafford in New Hampshire
Davidson in North Carolina and Tennessee	Stanley in South Dakota
Davie in North Carolina	Stanly in North Carolina
Daviess in Indiana, Kentucky, and Missouri	Stark in Illinois, North Dakota, and Ohio
Davis in Iowa and Utah	Starke in Indiana
Davison in South Dakota	Stephens in Georgia, Oklahoma, and Texas
Dickenson in Virginia	Stevens in Kansas, Minnesota, and Washington
Dickinson in Iowa, Kansas, and Michigan	Storey in Nevada
Dickson in Tennessee	Story in Iowa
Douglas in all States	Terrell in Georgia and Texas
Forrest in Mississippi; Forest in others	Tyrrell in North Carolina
Glascok in Georgia	Tooele in Utah
Glassecock in Texas	Toole in Montana
Green in Kentucky and Wisconsin; all others Greene	Vermillion in Indiana; all others Vermilion
Harford in Maryland	Woods in Oklahoma; all others Wood
Hartford in Connecticut	Wyandot in Ohio
Huntingdon in Pennsylvania	Wyandotte in Kansas

<b>ALABAMA</b>	Clarke	Escambia	Lee	Pike
Autauga	Clay	Etowah	Limestone	Randolph
Baldwin	Cleburne	Fayette	Lowndes	Russell
Barbour	Coffee	Franklin	Macon	St. Clair
Bibb	Colbert	Geneva	Madison	Shelby
Blount	Concuh	Greene	Marengo	Sumter
Bullock	Coosa	Hale	Marion	Talladega
Butler	Covington	Henry	Marshall	Tallapoosa
Calhoun	Crenshaw	Houston	Mobile	Tuscaloosa
Chambers	Cullman	Jackson	Monroe	Walker
Cherokee	Dale	Jefferson	Montgomery	Washington
Chilton	Dallas	Lamar	Morgan	Wilcox
Choctaw	De Kalb	Lauderdale	Perry	Winston
	Elmore	Lawrence	Pickens	

**ALASKA** (divided into four judicial districts; no counties)

<b>ARIZONA</b>	Coconino	Greenlee	Navajo	Santa Cruz
Apache	Gila	Maricopa	Pima	Yavapai
Ochoise	Graham	Mohave	Pinal	Yuma
<b>ARKANSAS</b>	Carroll	Crawford	Garland	Jefferson
Arkansas	Chicot	Crittenden	Grant	Johnson
Ashley	Clark	Cross	Greene	Lafayette
Baxter	Clay	Dallas	Hempstead	Lawrence
Benton	Cleburne	Desha	Hot Spring	Lee
Boone	Cleveland	Drew	Howard	Lincoln
Bradley	Columbia	Faulkner	Independence	Little River
Calhoun	Conway	Franklin	Izard	Logan
	Craighead	Fulton	Jackson	Lonoke

**ARKANSAS—Continued**

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Searcy	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

**CALIFORNIA**

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

**COLORADO**

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

**CONNECTICUT**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE**

Kent	New Castle	Sussex
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**DISTRICT OF COLUMBIA****FLORIDA**

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

**GEORGIA**

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Treutlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	Dooley	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattooga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascok	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

**HAWAII**Hawaii  
Honolulu**Kalawao****Kauai****Maul****IDAHO**Ada  
Adams  
Bannock  
Bear Lake  
Benewah  
Bingham  
Blaine  
BoiseBonner  
Bonneville  
Boundary  
Butte  
Camas  
Canyon  
Caribou  
Cassia  
ClarkClearwater  
Custer  
Elmore  
Franklin  
Fremont  
Gem  
Gooding  
Idaho  
JeffersonJerome  
Kootenai  
Latah  
Lemhi  
Lewis  
Lincoln  
Madison  
Minidoka  
Nez PerceOneida  
Owyhee  
Payette  
Power  
Shoshone  
Teton  
Twin Falls  
Valley  
Washington**ILLINOIS**Adams  
Alexander  
Bond  
Boone  
Brown  
Bureau  
Calhoun  
Carroll  
Cass  
Champaign  
Christian  
Clark  
Clay  
Clinton  
Coles  
Cook  
Crawford  
Cumberland  
De KalbDe Witt  
Douglas  
Du Page  
Edgar  
Edwards  
Effingham  
Fayette  
Ford  
Franklin  
Fulton  
Gallatin  
Greene  
Grundy  
Hamilton  
Hancock  
Hardin  
Henderson  
Henry  
Iroquois  
Jackson  
JasperJefferson  
Jersey  
Jo Daviess  
Johnson  
Kane  
Kankakee  
Kendall  
Knox  
Lake  
La Salle  
Lawrence  
Lee  
Livingston  
Logan  
McDonough  
McHenry  
McLean  
Macon  
Macoupin  
Madison  
MarionMarshall  
Mason  
Massac  
Menard  
Mercer  
Monroe  
Montgomery  
Morgan  
Moultrie  
Ogle  
Peoria  
Perry  
Piatt  
Pike  
Pope  
Pulaski  
Putnam  
Randolph  
Richland  
Rock Island  
St. ClairSaline  
Sangamon  
Schuyler  
Scott  
Shelby  
Stark  
Stephenson  
Tazewell  
Union  
Vermilion  
Wabash  
Warren  
Washington  
Wayne  
White  
Whiteside  
Will  
Williamson  
Winnebago  
Woodford**INDIANA**Adams  
Allen  
Bartholomew  
Benton  
Blackford  
Boone  
Brown  
Carroll  
Cass  
Clark  
Clay  
Clinton  
Crawford  
Daviess  
Dearborn  
Decatur  
De KalbDelaware  
Dubois  
Elkhart  
Fayette  
Floyd  
Fountain  
Franklin  
Fulton  
Gibson  
Grant  
Greene  
Hamilton  
Hancock  
Harrison  
Hendricks  
Henry  
Howard  
Huntington  
JacksonJasper  
Jay  
Jefferson  
Jennings  
Johnson  
Knox  
Kosciusko  
Lagrange  
Lake  
La Porte  
Lawrence  
Madison  
Marion  
Marshall  
Martin  
Miami  
Monroe  
Montgomery  
MorganNewton  
Noble  
Ohio  
Orange  
Owen  
Parke  
Perry  
Pike  
Porter  
Posey  
Pulaski  
Putnam  
Randolph  
Ripley  
Rush  
St. Joseph  
Scott  
Shelby  
SpencerStarke  
Steuben  
Sullivan  
Switzerland  
Tippecanoe  
Tipton  
Union  
Vanderburgh  
Vermillion  
Vigo  
Wabash  
Warren  
Warrick  
Washington  
Wayne  
Wells  
White  
Whitley**IOWA**Adair  
Adams  
Allamakee  
Appanoose  
Audubon  
Benton  
Black Hawk  
Boone  
Bremer  
Buchanan  
Buena Vista  
Butler  
Calhoun  
Carroll  
Cass  
Cedar  
Cerro Gordo  
Cherokee  
ChickasawClarke  
Clay  
Clayton  
Clinton  
Crawford  
Dallas  
Davis  
Decatur  
Delaware  
Des Moines  
Dickinson  
Dubuque  
Emmett  
Fayette  
Floyd  
Franklin  
Fremont  
Greene  
Grundy  
GuthrieHamilton  
Hancock  
Hardin  
Harrison  
Henry  
Howard  
Humboldt  
Ida  
Iowa  
Jackson  
Jasper  
Jefferson  
Johnson  
Jones  
Keokuk  
Kossuth  
Lee  
Linn  
Louisa  
LucasLyon  
Madison  
Mahaska  
Marion  
Marshall  
Mills  
Mitchell  
Monona  
Monroe  
Montgomery  
Muscatine  
O'Brien  
Osceola  
Page  
Palo Alto  
Plymouth  
Pocahontas  
Polk  
Pottawattamie  
PoweshiekRinggold  
Sac  
Scott  
Shelby  
Sioux  
Story  
Tama  
Taylor  
Union  
Van Buren  
Wapello  
Warren  
Washington  
Wayne  
Webster  
Winnebago  
Winneshiek  
Woodbury  
Worth  
Wright**KANSAS**Allen  
Anderson  
Atchison  
Barber  
Barton  
Bourbon  
Brown  
Butler  
Chase  
Chautauqua  
CherokeeCheyenne  
Clark  
Clay  
Cloud  
Coffey  
Comanche  
Cowley  
Crawford  
Decatur  
Dickinson  
Doniphan  
Douglas  
EdwardsElk  
Ellis  
Ellsworth  
Finney  
Ford  
Franklin  
Geary  
Gove  
Graham  
Grant  
Gray  
Greeley  
GreenwoodHamilton  
Harper  
Harvey  
Haskell  
Hodgeman  
Jackson  
Jefferson  
Jewell  
Johnson  
Kearny  
Kingman  
Kiowa  
LabetteLane  
Leavenworth  
Lincoln  
Linn  
Logan  
Lyon  
McPherson  
Marion  
Marshall  
Meade  
Miami  
Mitchell  
Montgomery



**KANSAS—Continued**

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotte
Ottawa	Riley			
<b>KENTUCKY</b>	Christian	Harrison	McCracken	Perry
Adair	Clark	Hart	McCreary	Pike
Allen	Clay	Henderson	McLean	Powell
Anderson	Clinton	Henry	Madison	Pulaski
Ballard	Crittenden	Hickman	Magoffin	Robertson
Ballard	Cumberland	Hopkins	Marion	Rockcastle
Barren	Daviess	Jackson	Marshall	Rowan
Bath	Edmonson	Jefferson	Martin	Russell
Bell	Elliott	Jessamine	Mason	Scott
Boone	Estill	Johnson	Meade	Shelby
Bourbon	Fayette	Kenton	Menifee	Simpson
Boyd	Fleming	Knott	Mercer	Spencer
Boyle	Floyd	Knox	Metcalf	Taylor
Bracken	Franklin	Larue	Monroe	Todd
Breathitt	Fulton	Laurel	Montgomery	Trigg
Breckinridge	Gallatin	Lawrence	Morgan	Trimble
Bullitt	Garrard	Lee	Muhlenberg	Union
Butler	Grant	Leslie	Nelson	Warren
Caldwell	Graves	Letcher	Nicholas	Washington
Calloway	Grayson	Lewis	Ohio	Wayne
Campbell	Green	Lincoln	Oldham	Webster
Carlisle	Greenup	Livingston	Owen	Whitley
Carroll	Hancock	Logan	Owsley	Wolfe
Carter	Hardin	Lyon	Pendleton	Woodford
Casey	Harlan			
<b>LOUISIANA</b> (Parishes)	Cameron	Jefferson	Pointe Coupee	St. Tammany
Acadia	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Allen	Claiborne	Lafayette	Red River	Tensas
Ascension	Concordia	Lafourche	Richland	Terrebonne
Assumption	De Soto	La Salle	Sabine	Union
Avoyelles	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Beauregard	East Carroll	Livingston	St. Charles	Vernon
Bienville	East Feliciana	Madison	St. Helena	Washington
Bossier	Evangelina	Morehouse	St. James	Webster
Caddo	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Calcasieu	Grant	Orleans	St. Landry	West Carroll
Caldwell	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			
<b>MAINE</b>	Cumberland	Knox	Piscataquis	Waldo
Androscoggin	Franklin	Lincoln	Sagadahoc	Washington
Aroostook	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		
<b>MARYLAND</b>	Calvert	Dorchester	Kent	Somerset
Allegany	Caroline	Frederick	Montgomery	Talbot
Anne Arundel	Carroll	Garrett	Prince Georges	Washington
Baltimore	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester
<b>MASSACHUSETTS</b>	Berkshire	Franklin	Middlesex	Plymouth
Barnstable	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			
<b>MICHIGAN</b>	Cheboygan	Ingham	Macomb	Osceola
Alcona	Chippewa	Ionia	Manistee	Oscoda
Alger	Clare	Iosco	Marquette	Otsego
Allegan	Clinton	Iron	Mason	Ottawa
Alpena	Crawford	Isabella	Mecosta	Presque Isle
Antrim	Delta	Jackson	Menominee	Roscommon
Arenac	Dickinson	Kalamazoo	Midland	Saginaw
Baraga	Eaton	Kalkaska	Missaukee	St. Clair
Barry	Emmet	Kent	Monroe	St. Joseph
Bay	Genesee	Keweenaw	Montcalm	Sanilac
Benzie	Gladwin	Lake	Montmorency	Schoolcraft
Berrien	Gogebic	Lapeer	Muskegon	Shiawassee
Branch	Grand Traverse	Leelanau	Newaygo	Tuscola
Calhoun	Gratiot	Lenawee	Oakland	Van Buren
Cass	Hillsdale	Livingston	Oceana	Washtenaw
Charlevoix	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

**MINNESOTA**

Aitkin  
Anoka  
Becker  
Beltrami  
Benton  
Big Stone  
Blue Earth  
Brown  
Carlton  
Carver  
Cass  
Chippewa  
Chisago  
Clay  
Clearwater  
Cook

Cottonwood  
Crow Wing  
Dakota  
Dodge  
Douglas  
Faribault  
Fillmore  
Freeborn  
Goodhue  
Grant  
Hennepin  
Houston  
Hubbard  
Isanti  
Itasca  
Jackson  
Kanabec  
Kandiyohi

Kittson  
Koochiching  
Lac qui Parle  
Lake  
Lake of the Woods  
Le Sueur  
Lincoln  
Lyon  
McLeod  
Mahnomon  
Marshall  
Martin  
Meeker  
Mille Lacs  
Morrison  
Mower  
Murray  
Nicollet

Nobles  
Norman  
Olmsted  
Otter Tail  
Pennington  
Pine  
Pipestone  
Polk  
Pope  
Ramsey  
Red Lake  
Redwood  
Renville  
Rice  
Rock  
Roseau  
St. Louis  
Scott

Sherburne  
Sibley  
Stearns  
Steele  
Stevens  
Swift  
Todd  
Traverse  
Wabasha  
Wadena  
Waseca  
Washington  
Watsonwan  
Wilkin  
Winona  
Wright  
Yellow Medicine

**MISSISSIPPI**

Adams  
Alcorn  
Amite  
Attala  
Benton  
Bolivar  
Calhoun  
Carroll  
Chickasaw  
Choctaw  
Claiborne  
Clarke  
Clay  
Coahoma  
Copiah

Covington  
De Soto  
Forrest  
Franklin  
George  
Greene  
Grenada  
Hancock  
Harrison  
Hinds  
Holmes  
Humphreys  
Issaquena  
Itawamba  
Jackson  
Jasper  
Jefferson

Jefferson Davis  
Jones  
Kemper  
Lafayette  
Lamar  
Lauderdale  
Lawrence  
Leake  
Lee  
Leflore  
Lincoln  
Lowndes  
Madison  
Marion  
Marshall  
Monroe  
Montgomery

Neshoba  
Newton  
Noxubee  
Oktibbeha  
Panola  
Pearl River  
Perry  
Pike  
Pontotoc  
Prentiss  
Quitman  
Rankin  
Scott  
Sharkey  
Simpson  
Smith  
Stone

Sunflower  
Tallahatchie  
Tate  
Tippah  
Tishomingo  
Tunica  
Union  
Walthall  
Warren  
Washington  
Wayne  
Webster  
Wilkinson  
Winston  
Yalobusha  
Yazoo

**MISSOURI**

Adair  
Andrew  
Atchison  
Audrain  
Barry  
Barton  
Bates  
Benton  
Bollinger  
Boone  
Buchanan  
Butler  
Caldwell  
Callaway  
Camden  
Cape Girardeau  
Carroll  
Carter  
Cass  
Cedar  
Chariton  
Christian

Clark  
Clay  
Clinton  
Cole  
Cooper  
Crawford  
Dade  
Dallas  
Davies  
De Kalb  
Dent  
Douglas  
Dunklin  
Franklin  
Gasconade  
Gentry  
Greene  
Grundy  
Harrison  
Henry  
Hickory  
Holt  
Howard  
Howell

Iron  
Jackson  
Jasper  
Jefferson  
Johnson  
Knox  
Laclede  
Lafayette  
Lawrence  
Lewis  
Lincoln  
Linn  
Livingston  
McDonald  
Macon  
Madison  
Maries  
Marion  
Mercer  
Miller  
Mississippi  
Moniteau  
Monroe

Montgomery  
Morgan  
New Madrid  
Newton  
Nodaway  
Oregon  
Osage  
Ozark  
Pemiscot  
Perry  
Pettis  
Phelps  
Pike  
Platte  
Polk  
Pulaski  
Putnam  
Ralls  
Randolph  
Ray  
Reynolds  
Ripley  
St. Charles

St. Clair  
St. Francois  
Ste. Genevieve  
St. Louis  
St. Louis City  
Saine  
Schuyler  
Scotland  
Scott  
Shannon  
Shelby  
Stoddard  
Stone  
Sullivan  
Taney  
Texas  
Vernon  
Warren  
Washington  
Wayne  
Webster  
Worth  
Wright

**MONTANA**

Beaverhead  
Big Horn  
Blaine  
Broadwater  
Carbon  
Carter  
Cascade  
Chouteau  
Custer  
Daniels

Dawson  
Deer Lodge  
Fallon  
Fergus  
Flathead  
Gallatin  
Garfield  
Glacier  
Golden Valley  
Granite  
Hill  
Jefferson

Judith Basin  
Lake  
Lewis and Clark  
Liberty  
Lincoln  
McCone  
Madison  
Meagher  
Mineral  
Missoula  
Musselshell  
Park

Petroleum  
Phillips  
Pondera  
Powder River  
Powell  
Prairie  
Ravalli  
Richland  
Roosevelt  
Rosebud  
Sanders

Sheridan  
Silver Bow  
Stillwater  
Sweet Grass  
Teton  
Toole  
Treasure  
Valley  
Wheatland  
Wibaux  
Yellowstone

**NEBRASKA**

Adams  
Antelope  
Arthur  
Banner  
Blaine  
Boone  
Box Butte  
Boyd  
Brown  
Buffalo  
Burt  
Butler  
Cass

Cedar  
Chase  
Cherry  
Cheyenne  
Clay  
Colfax  
Cuming  
Custer  
Dakota  
Dawes  
Dawson  
Deuel  
Dixon  
Dodge  
Douglas

Dundy  
Fillmore  
Franklin  
Frontier  
Furnas  
Gage  
Garden  
Garfield  
Gosper  
Grant  
Greeley  
Hall  
Hamilton  
Harlan  
Hayes

Hitchcock  
Holt  
Hooker  
Howard  
Jefferson  
Johnson  
Kearney  
Keith  
Keya Paha  
Kimball  
Knox  
Lancaster  
Lincoln  
Logan  
Loup

McPherson  
Madison  
Merrick  
Morrill  
Nance  
Nemaha  
Nuckolls  
Otoe  
Pawnee  
Perkins  
Phelps  
Pierce  
Platte  
Polk  
Redwillow

**NEBRASKA—Continued**

Richardson Rock Saline Sarpy	Saunders Scotts Bluff Seward Sheridan	Sherman Sioux Stanton Thayer	Thomas Thurston Valley Washington	Wayne Webster Wheeler York
<b>NEVADA</b>	Douglas Elko Esmeralda Eureka	Humboldt Lander Lincoln Lyon	Mineral Nye Ormsby Pershing	Storey Washoe White Pine
Churchill Clark				
<b>NEW HAMPSHIRE</b>	Belknap Carroll Cheshire	Coos Grafton Hillsboro	Merrimack Rockingham	Strafford Sullivan
<b>NEW JERSEY</b>	Camden Cape May Cumberland Essex Gloucester	Hudson Hunterdon Mercer Middlesex Monmouth	Morris Ocean Passaic Salem	Somerset Sussex Union Warren
Atlantic Bergen Burlington				
<b>NEW MEXICO</b>	De Baca Dona Ana Eddy Grant Guadalupe Harding Hidalgo	Lea Lincoln Luna McKinley Mora Otero Quay	Rio Arriba Roosevelt Sandoval San Juan San Miguel Santa Fe	Sierra Socorro Taos Torrance Union Valencia
Bernalillo Catron Chaves Colfax Curry				
<b>NEW YORK</b>	Cortland Delaware Dutchess Erie Essex Franklin Fulton Genesee Greene Hamilton Herkimer Jefferson Kings	Lewis Livingston Madison Monroe Montgomery Nassau New York Niagara Oneida Onondaga Ontario Orange Orleans	Oswego Otsego Putnam Queens Rensselaer Richmond Rockland St. Lawrence Saratoga Schenectady Schoharie Schuylcr Seneca	Steuben Suffolk Sullivan Tioga Tompkins Ulster Warren Washington Wayne Westchester Wyoming Yates
Albany Allegany Bronx Broome Cattaraugus Cayuga Chautauqua Chemung Chenango Clinton Columbia				
<b>NORTH CAROLINA</b>	Chatham Cherokee Chowan Clay Cleveland Columbus Craven Cumberland Currituck Dare Davidson Davie Duplin Durham Edgecombe Forsyth Franklin Gaston Gates Graham Granville	Greene Guilford Halifax Harnett Haywood Henderson Hertford Hoke Hyde Iredell Jackson Johnston Jones Lee Lenoir Lincoln McDowell Macon Madison Martin Mecklenburg	Mitchell Montgomery Moore Nash New Hanover Northampton Onslow Orange Pamlico Pasquotank Pender Perquimans Person Pitt Polk Randolph Richmond Robeson Rockingham Rowan	Rutherford Sampson Scotland Stanly Stokes Surry Swain Transylvania Tyrrell Union Vance Wake Warren Washington Watauga Wayne Wilkes Wilson Yadkin Yancey
Alamance Alexander Alleghany Anson Ashe Avery Beaufort Bertie Bladen Brunswick Buncombe Burke Cabarrus Caldwell Camden Carteret Caswell Catawba				
<b>NORTH DAKOTA</b>	Cavalier Dickey Divide Dunn Eddy Emmons Foster Golden Valley Grand Forks Grant Griggs	Hettinger Kidder La Moure Logan McHenry McIntosh McKenzie McLean Mercer Morton Mountrail	Nelson Oliver Pembina Pierce Ramsey Ransom Renville Richland Rolette Sargent Sheridan	Sioux Slope Stark Steele Stutsman Towner Traill Walsh Ward Wells Williams
Adams Barnes Benson Billings Bottineau Bowman Burke Burleigh Cass				
<b>OHIO</b>	Carroll Champaign Clark Clermont Clinton Columbiana Coshocton Crawford Cuyahoga Darke Defiance	Delaware Erie Fairfield Fayette Franklin Fulton Gallia Geauga Greene Guernsey Hamilton	Hancock Hardin Harrison Henry Highland Hocking Holmes Huron Jackson Jefferson Knox	Lake Lawrence Licking Logan Lorain Lucas Madison Mahoning Marion Medina Meigs
Adams Allen Ashland Ashtabula Athens Auglaize Belmont Brown Butler				



**OHIO—Continued**

Mercer  
Miami  
Monroe  
Montgomery  
Morgan  
Morrow  
Muskingum

Noble  
Ottawa  
Paulding  
Perry  
Pickaway  
Pike  
Portage

Preble  
Putnam  
Richland  
Ross  
Sandusky  
Scioto  
Seneca

Shelby  
Stark  
Summit  
Trumbull  
Tuscarawas  
Union  
Van Wert

Vinton  
Warren  
Washington  
Wayne  
Williams  
Wood  
Wyandot

**OKLAHOMA**

Adair  
Alfalfa  
Atoka  
Beaver  
Beckham  
Blaine  
Bryan  
Caddo  
Canadian  
Carter  
Cherokee  
Choctaw  
Cimarron  
Cleveland

Coal  
Comanche  
Cotton  
Craig  
Creek  
Custer  
Delaware  
Dewey  
Ellis  
Garfield  
Garvin  
Grady  
Grant  
Greer  
Harmon  
Harper

Haskell  
Hughes  
Jackson  
Jefferson  
Johnston  
Kay  
Kingfisher  
Kiowa  
Latimer  
Le Flore  
Lincoln  
Logan  
Love  
McClain  
McCurtain  
McIntosh

Major  
Marshall  
Mayes  
Murray  
Muskogee  
Noble  
Nowata  
Okfuskee  
Oklahoma  
Oklmulgee  
Osage  
Ottawa  
Pawnee  
Payne  
Pittsburg  
Pontotoc

Pottawatomie  
Pushmataha  
Roger Mills  
Rogers  
Seminole  
Sequoyah  
Stephens  
Texas  
Tillman  
Tulsa  
Wagoner  
Washington  
Washita  
Woods  
Woodward

**OREGON**

Baker  
Benton  
Clackamas  
Clatsop  
Columbia  
Coos

Crook  
Curry  
Deschutes  
Douglas  
Gilliam  
Grant  
Harney  
Hood River

Jackson  
Jefferson  
Josephine  
Klamath  
Lake  
Lane  
Lincoln  
Linn

Malheur  
Marion  
Morrow  
Multnomah  
Polk  
Sherman  
Tillamook

Umatilla  
Union  
Wallowa  
Wasco  
Washington  
Wheeler  
Yamhill

**PENNSYLVANIA**

Adams  
Allegheny  
Armstrong  
Beaver  
Bedford  
Berks  
Blair  
Bradford  
Bucks  
Butler  
Cambria  
Cameron

Carbon  
Centre  
Chester  
Clarion  
Clearfield  
Clinton  
Columbia  
Crawford  
Cumberland  
Dauphin  
Delaware  
Elk  
Erie  
Fayette

Forest  
Franklin  
Fulton  
Greene  
Huntingdon  
Indiana  
Jefferson  
Juniata  
Lackawanna  
Lancaster  
Lawrence  
Lebanon  
Lehigh  
Luzerne

Lycoming  
McKean  
Mercer  
Mifflin  
Monroe  
Montgomery  
Montour  
Northampton  
Northumberland  
Perry  
Philadelphia  
Pike  
Potter  
Schuylkill

Snyder  
Somerset  
Sullivan  
Susquehanna  
Tioga  
Union  
Venango  
Warren  
Washington  
Wayne  
Westmoreland  
Wyoming  
York

**PUERTO RICO  
(Districts)**

Aguadilla  
Arecibo

Guayama  
Humacao

Mayaguez  
Ponce

San Juan

**RHODE ISLAND**

Bristol  
Kent

Newport

Providence

Washington

**SAMOA**

Tutuila Island

**SOUTH  
CAROLINA**

Abbeville  
Aiken  
Allendale  
Anderson  
Bamberg  
Barnwell  
Beaufort

Berkeley  
Calhoun  
Charleston  
Cherokee  
Chester  
Chesterfield  
Clarendon  
Colleton  
Darlington  
Dillon

Dorchester  
Edgefield  
Fairfield  
Florence  
Georgetown  
Greenville  
Greenwood  
Hampton  
Horry  
Jasper

Kershaw  
Lancaster  
Laurens  
Lee  
Lexington  
McCormick  
Marion  
Marlboro  
Newberry  
Oconee

Orangeburg  
Pickens  
Richland  
Saluda  
Spartanburg  
Sumter  
Union  
Williamsburg  
York

**SOUTH  
DAKOTA**

Armstrong  
Aurora  
Beadle  
Bennett  
Bon Homme  
Brookings  
Brown  
Brule  
Buffalo  
Butte  
Campbell  
Charles Mix

Clark  
Clay  
Codington  
Corson  
Custer  
Davison  
Day  
Deuel  
Dewey  
Douglas  
Edmunds  
Fall River  
Faulk  
Grant

Gregory  
Haakon  
Hamlin  
Hand  
Hanson  
Harding  
Hughes  
Hutchinson  
Hyde  
Jackson  
Jerauld  
Jones  
Kingsbury  
Lake

Lawrence  
Lincoln  
Lyman  
McCook  
McPherson  
Marshall  
Meade  
Melleite  
Miner  
Minnehaha  
Moody  
Pennington  
Perkins  
Potter

Roberts  
Sanborn  
Shannon  
Spink  
Stanley  
Sully  
Todd  
Tripp  
Turner  
Union  
Walworth  
Washabaugh  
Yankton  
Ziebach

**TENNESSEE**

Anderson  
Bedford  
Benton  
Bledsoe  
Blount  
Bradley  
Campbell  
Cannon  
Carroll  
Carter  
Cheatham  
Chester  
Claiborne  
Clay  
Cocke  
Coffee  
Crockett  
Cumberland

Davidson  
Decatur  
De Kalb  
Dickson  
Dyer  
Fayette  
Fentress  
Franklin  
Gibson  
Giles  
Grainger  
Greene  
Grundy  
Hamblen  
Hamilton  
Hancock  
Hardeman  
Hardin  
Hawkins  
Haywood

Henderson  
Henry  
Hickman  
Houston  
Humphreys  
Jackson  
Jefferson  
Johnson  
Knox  
Lake  
Lauderdale  
Lawrence  
Lewis  
Lincoln  
Loudon  
McMinn  
McNairy  
Macon  
Madison

Marion  
Marshall  
Maury  
Meigs  
Monroe  
Montgomery  
Moore  
Morgan  
Obion  
Overton  
Perry  
Pickett  
Polk  
Putnam  
Rhea  
Roane  
Robertson  
Rutherford  
Scott

Sequatchie  
Sevier  
Shelby  
Smith  
Stewart  
Sullivan  
Sumner  
Tipton  
Trousdale  
Unicoi  
Union  
Van Buren  
Warren  
Washington  
Wayne  
Weakley  
White  
Williamson  
Wilson

**TEXAS**

Anderson  
Andrews  
Angelina  
Aransas  
Archer  
Armstrong  
Atascosa  
Austin  
Bailey  
Bandera  
Bastrop  
Baylor  
Bee  
Bell  
Bexar  
Blanco  
Borden  
Bosque  
Bowie  
Brazoria  
Brazos  
Brewster  
Briscoe  
Brooks  
Brown  
Burleson  
Burnet  
Caldwell  
Calhoun  
Callahan  
Cameron  
Camp  
Carson  
Cass  
Castro  
Chambers  
Cherokee  
Childress  
Clay  
Cochran  
Coke  
Coleman  
Collin  
Collingsworth  
Cochran  
Comal  
Comanche  
Concho  
Cooke  
Coryell

Cottle  
Crane  
Crockett  
Crosby  
Culberson  
Dallam  
Dallas  
Dawson  
Deaf Smith  
Delta  
Denton  
De Witt  
Dickens  
Dimmit  
Donley  
Duval  
Eastland  
Ector  
Edwards  
Ellis  
El Paso  
Erath  
Falls  
Fannin  
Fayette  
Fisher  
Floyd  
Foard  
Fort Bend  
Franklin  
Freestone  
Frio  
Gaines  
Galveston  
Garza  
Gillespie  
Glasscock  
Goliad  
Gonzales  
Gray  
Grayson  
Gregg  
Grimes  
Guadalupe  
Hale  
Hall  
Hamilton  
Hansford  
Hardeman  
Hardin  
Harris

Harrison  
Hartley  
Haskell  
Hays  
Hemphill  
Henderson  
Hidalgo  
Hill  
Hockley  
Hood  
Hopkins  
Houston  
Howard  
Hudspeth  
Hunt  
Hutchinson  
Irion  
Jack  
Jackson  
Jasper  
Jeff Davis  
Jefferson  
Jim Hogg  
Jim Wells  
Johnson  
Jones  
Karnes  
Kaufman  
Kendall  
Kenedy  
Kent  
Kerr  
Kimble  
King  
Kinney  
Kleberg  
Knox  
Lamar  
Lamb  
Lampasas  
La Salle  
Lavaca  
Leo  
Leon  
Liberty  
Limestone  
Lipscomb  
Live Oak  
Llano  
Loving  
Lubbock

Lynn  
McCulloch  
McLennan  
McMullen  
Madison  
Marion  
Martin  
Mason  
Matagorda  
Maverick  
Medina  
Menard  
Midland  
Milam  
Mills  
Mitchell  
Montague  
Montgomery  
Moore  
Morris  
Motley  
Nacogdoches  
Navarro  
Newton  
Nolan  
Nueces  
Ochiltree  
Oldham  
Orange  
Palo Pinto  
Panola  
Parker  
Parmer  
Pecos  
Polk  
Potter  
Presidio  
Rains  
Randall  
Reagan  
Real  
Red River  
Reeves  
Refugio  
Roberts  
Robertson  
Rockwall  
Runnels  
Rusk  
Sabine  
San Augustine

San Jacinto  
San Patricio  
San Saba  
Schleicher  
Scurry  
Shackelford  
Shelby  
Sherman  
Smith  
Somervell  
Starr  
Stephens  
Sterling  
Stonewall  
Sutton  
Swisher  
Tarrant  
Taylor  
Terrell  
Terry  
Throckmorton  
Titus  
Tom Green  
Travis  
Trinity  
Tyler  
Upshur  
Upton  
Uvalde  
Val Verde  
Van Zandt  
Victoria  
Walker  
Waller  
Ward  
Washington  
Webb  
Wharton  
Wheeler  
Wichita  
Wilbarger  
Willacy  
Williamson  
Wilson  
Winkler  
Wise  
Wood  
Yoakum  
Young  
Zapata  
Zavala

**UTAH**

Beaver  
Box Elder  
Cache  
Carbon  
Daggett

Davis  
Duchesne  
Emery  
Garfield  
Grand  
Iron

Juab  
Kane  
Millard  
Morgan  
Piute  
Rich

Salt Lake  
San Juan  
Sanpete  
Sevier  
Summit  
Tooele

Uintah  
Utah  
Wasatch  
Washington  
Wayne  
Weber

**VERMONT**

Addison  
Bennington

**VIRGINIA**

Accomack  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Arlington  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll  
Charles City

Caledonia  
Chittenden  
Essex

Charlotte  
Chesterfield  
Clarke  
Craig  
Culpeper  
Cumberland  
Dickenson  
Dinwiddie  
Elizabeth City  
Essex  
Fairfax  
Fauquier  
Floyd  
Fluvanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson  
Greene

Franklin  
Grand Isle  
Lamoille

Greensville  
Halifax  
Hanover  
Henrico  
Henry  
Highland  
Isle of Wight  
James City  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Loudoun  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg  
Middlesex

Orange  
Orleans  
Rutland

Montgomery  
Nansemond  
Nelson  
New Kent  
Norfolk  
Northampton  
Northumberland  
Nottoway  
Orange  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George  
Prince William  
Princess Anne  
Pulaski  
Rappahannock  
Richmond

Washington  
Windham  
Windsor

Roanoke  
Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surry  
Sussex  
Tazewell  
Warren  
Warwick  
Washington  
Westmoreland  
Wise  
Wythe  
York

**VIRGIN ISLANDS**  
(Municipalities)

St. Croix

St. Thomas and  
St. John

**WASHINGTON**

Adams  
Asotin  
Benton  
Chelan  
Clallam  
Clark  
Columbia

Cowlitz  
Douglas  
Ferry  
Franklin  
Garfield  
Grant  
Grays Harbor  
Island  
Jefferson

King  
Kitsap  
Kittitas  
Klickitat  
Lewis  
Lincoln  
Mason  
Okanogan

Pacific  
Pend Oreille  
Pierce  
San Juan  
Skagit  
Skamania  
Snohomish  
Spokane

Stevens  
Thurston  
Wahkiakum  
Walla Walla  
Whatcom  
Whitman  
Yakima

**WEST VIRGINIA**

Barbour  
Berkeley  
Boone  
Braxton  
Brooke  
Cabell  
Calhoun  
Clay  
Doddridge  
Fayette

Gilmer  
Grant  
Greenbrier  
Hampshire  
Hancock  
Hardy  
Harrison  
Jackson  
Jefferson  
Kanawha  
Lewis  
Lincoln

Logan  
McDowell  
Marion  
Marshall  
Mason  
Mercer  
Mineral  
Mingo  
Monongalia  
Monroe  
Morgan

Nicholas  
Ohio  
Pendleton  
Pleasants  
Pocahontas  
Preston  
Putnam  
Raleigh  
Randolph  
Ritchie  
Roane

Summers  
Taylor  
Tucker  
Tyler  
Upshur  
Wayne  
Webster  
Wetzel  
Wirt  
Wood  
Wyoming

**WISCONSIN**

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett  
Calumet  
Chippewa  
Clark  
Columbia  
Crawford  
Dane

Dodge  
Door  
Douglas  
Dunn  
Eau Claire  
Florence  
Fond du Lac  
Forest  
Grant  
Green  
Green Lake  
Iowa  
Iron  
Jackson  
Jefferson

Juneau  
Kenosha  
Kewaunee  
La Crosse  
Lafayette  
Langlade  
Lincoln  
Manitowoc  
Marathon  
Marinette  
Marquette  
Milwaukee  
Monroe  
Oconto  
Oneida

Outagamie  
Ozaukee  
Pepin  
Pierce  
Polk  
Portage  
Price  
Racine  
Richland  
Rock  
Rusk  
St. Croix  
Sauk  
Sawyer

Shawano  
Sheboygan  
Taylor  
Trempealeau  
Vernon  
Vilas  
Walworth  
Washburn  
Washington  
Waukesha  
Waupaca  
Waushara  
Winnebago  
Wood

**WYOMING**

Albany  
Big Horn  
Campbell  
Carbon

Converse  
Crook  
Fremont  
Goshen  
Hot Springs  
Johnson

Laramie  
Lincoln  
Natrona  
Niobrara  
Park

Platte  
Sheridan  
Sublette  
Sweetwater  
Teton

Uinta  
Washakie  
Weston  
Yellowstone  
National Park





Patents

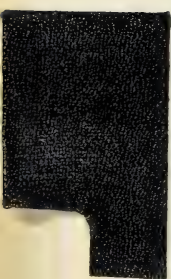
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## 21. PATENTS AND OFFICIAL GAZETTE

Where no specific reference is made to patents or to the Official Gazette, the rules herein given apply to both classes of work. The term "patents" includes plant patents, trade-marks, designs, and reissues.

### ABBREVIATIONS

#### Patents

Follow copy, except in headings, in which the names of States, Virgin Islands, Puerto Rico, and Canal Zone are abbreviated, but follow Panama Canal Zone. (See p. 142.) Fractions in assignments, etc., should be spelled (rule 11.28). *Saint* should be abbreviated *St.* in names of cities in the United States, but follow copy in foreign patents (*St.*, *Saint*, *Ste.*, *Sainte*). Sections of cities should be printed *N. W.*, *E. C.*, etc.

Follow copy in the use of the word *Figure* or the abbreviation *Fig.* when followed by numeral where reference is had to figures of the drawings.

Use *etc.* in headings, but follow copy (&c. or etc.) elsewhere.

Spell out & wherever it appears in copy, except in the names of firms and corporations and in the signatures to trade-marks, where copy should be followed.

Some of the abbreviations commonly used in patent work are as follows:

A. F. C. or AFC, automatic frequency control	kc. s. or kc./s., kilocycles per second
A. G. C. or AGC, automatic gain control	kHz., kilohertz
a. m., ante meridiem	k. v., kinematic viscosity
AM, amplitude modulation	kva. or kv.-a., kilovolt-ampere
A. N., acid number	kw., kilowatt
A. P. I. or API, American Petroleum Institute	ma., milliamperes
a. s. f., amperes per square foot	M. A. C., mean aerodynamic chord
A. S. T. M. or ASTM, American Society for Testing Materials	M., molecular weight
A. U., angstrom units	m. eq., milliequivalent
A. V., acid value	M. E. P., mean effective pressure
A. V. C. or AVC, automatic volume control	m. e. v., million electron volts
B./D., barrels per day	M. M. F., magnetomotive force
B. H. P., brake horsepower	M. P. H., miles per hour
BX cable	M. T. D., mean temperature difference
C., centigrade, cent.	N, normal
ca or ca., circa (about)	N. N., neutralization number
cc., cubic centimeter	N. P. A. or NPA, National Petroleum Association
C. B. M., constant boiling mixture	N. T. P., normal temperature and pressure
C. F. M., cubic feet per minute	O. D., outside diameter
C. F. R. or CFR, Cooperative Fuel Research	pf., picofarad
C. F. S., cubic feet per second	PIV, positive infinity variable
C. G., center of gravity	p. m., post meridiem
c. g. s., centimeter-gram-second	P. P. I., plan position indicator
C. P., constant pressure	p. p. m., parts per million
C. P. S., cycles per second	p. s. i. a., pounds per square inch absolute
cps., centipoises	p. s. i. g., pounds per square inch gauge
C. R., cathode ray	R. & B., ring and ball method
C. W., continuous wave	R-C, R. C., or RC, resistance-capacitance
cwt., hundredweight	R. F., radiofrequency
db, decibel	R. H., relative humidity
D. F., direction finder	R. M. S., root mean square
E. C. C., electrical continuous cloth	R. P. M., revolutions per minute
E. M. F. (plural E. M. F.'s), electromotive force	S. A. E. or SAE, Society of Automotive Engineers
E. M. U., electromagnetic unit	s. c. f., standard cubic foot
E. P., end point	S. P. D. T., single pole double throw
FM, frequency modulation	S. P. S. T., single pole single throw
F. P. S., feet per second	S. U. S. or SUS (also S. S. U. or SSU), Saybolt Universal seconds
g. p. d., grams per denier	S. U. V. or SUV, Saybolt Universal viscosity
G. P. M., gallons per minute	S. W. G., standard wire gauge
HF, combination of hydrogen and chloride	T. M., time modulation
Hlm., Hefner lumens	T. P. I., turns per inch (yarn)
H. P. M. V., high pressure metal vapor	U. H. F., ultrahigh frequency
H.z., cycles per second (German)	V. F., voice frequency
I. A. C. S., International Annealed Copper Standard	V. G. C., viscosity gravity constant
I. F., intermediate frequency	V. P., variable pressure
IR, current times resistance	v./v./hr., vibration velocity per hour
I. V., initial velocity	W. O. F., Watson characterization factor

## CAPITALIZATION

Capitalize *Letters Patent* whether standing alone or followed by a numeral. Capitalize *Patent, Trade-Mark, Design, Reissue, Certificate, Serial, Sheet, Plate, Diagram, Case, and Division*, where followed by a numeral, in any one of the following forms:

Patent No. 680,180	Reg. No. 13,175	application for certification, Serial
my Patent No. 680,180 or my patent, No. 680,180	Registration No. 610,140	No. 610,145
Patent 680,180	Registered Trade-Mark No. 610,141	certification of Trade-Mark Registration No. 610,146
British patent specification No. 162,578, but British Patent No. 162,578	Register No. 59,480 (attorney's register number)	Serial No. 1
Trade-Mark No. 140,500	Reissue No. 14,500	Sheet 1
Trade-Mark Certificate No. 610,142	reissued Patent No. 14,500	Example 1
Trade-Mark Registration No. 610,143	Reissue Patent No. 14,900	Plate 1
trade-mark registration, Serial No. 645,842	Certificate No. 130,500	Diagram 1
Design No. 10,500	Certificate of Registration No. 610,143	Case A
	Certificate of Trade-Mark Registration No. 610,144	Equation 1
		Formula 1
		Division A

### Lowercase patent statutes.

Proper nouns used as adjectives should generally be capitalized. There are a few exceptions to this rule. (Refer to list of words in common use in patents, p. 237.)

Capitalize legends which are placed upon devices, drawings, blank forms, etc., for purposes of caution, direction, explanation, etc., as, *The semaphore bears upon its face the word "Safety"; As shown in Fig. 2, at the point marked "Upper"; The first column is headed "Amt.," the second, "Year"; The figures are entered in the "Rec'd" column.* Lowercase "danger" position, "on" position, etc., and supply quotation marks if not in copy.

Capitalize and quote the principal words of trade-mark in phrases, as *My trade-mark consists of the words "Golden Rod Butter," distinctively displayed.*

Capitalize the word *Figure* spelled or abbreviated, if followed by a numeral, where reference is had to figures of the drawings.

Capitalize the following where reference is had to a geographical subdivision of a foreign country and where used in connection with the name thereof:

Canton (Switzerland and Luxembourg)	Prefecture (Japan)
Commonwealth (Australia)	Principality
Department (France, etc.)	Province
Dominion, District (Canada)	Provincial District (New Zealand)
Duchy or Grand Duchy	Republic
Empire	State
Federal District (Brazil, Mexico, and Venezuela)	Territory
Kingdom	Union (South Africa)
Län (Sweden)	Vilayet (Turkey)

Capitalize the scientific names of plants and animals where reference is had to the genus, order, or family, but always lowercase the species, as *crispus* (species), *Chondrus* (genus), *Chondrus crispus* (genus and species), *Algae* (order). Where reference is had to an individual member of an order, lowercase, as an alga (or the algae) of the genus *Chondrus*.

Capitalize the principal words of titles of books, magazines, and other publications, as the *British Pharmacopoeia*, *Bulletin of the American Pharmaceutical Association*, *Chemical Reactions and Equations*, etc.; but capitalize only the first word and proper nouns of titles of articles in books, magazines, and other publications, as, *Brown, Delicacy of British Pharmacopoeia test for arsenic*, *Journal of Pharmacy*.

Capitalize the principal words of titles of inventions where preceded by the word *entitled*, as: *The invention shown in my Patent No. 530,410, entitled, Variable-Speed-Transmission Gearing*; also capitalize the principal words of title of invention in text when referring to title of previous patent in connection with date and serial or patent number.

Where part of an incorporated name, capitalize the word *city*, as *Kansas City*, *Oklahoma City*, *Jersey City*, etc.; but lowercase *New York city*, etc.

All names of corporations and firms should be printed in caps and lowercase in head and all caps in signature. Names of individuals comprising lowercased *de, von*, etc., should be printed in lowercase in head and small caps in signature. *Sr., Jr.*, etc., should be printed in caps and small caps in signature; *née* and *geboren* should be printed in small caps in signature.



Style for use of lowercase and capital letters following hyphen:

2-amino	$\delta$ -Amino	$\alpha,\delta$ -Amino
p-Amino	$\Delta$ -amino	A, $\Delta$ -amino
$\alpha$ -Amino	$\alpha,\beta$ -Amino	bis (amino) or bis (amino)
A-amino		

NOTE.—After Greek capital letters word is lowercase, but after Greek lowercase letters word is capitalized.

### Official Gazette only

Capitalize full titles of all courts, as United States Supreme Court, United States District Court for the District of Columbia, etc.; also Court of Appeals, Circuit Court of Appeals, etc.

Capitalize the word *court* where reference is had to the United States Supreme Court, but lowercase elsewhere.

Capitalize the word *office* where reference is had to the Patent Office, but lowercase elsewhere.

Capitalize the titles of officials of the Patent Office.

Capitalize full titles of acts, as Trade-Mark Act, Spooner Act, etc.; but lowercase the word *act* where standing alone or *act of 1905*.

Capitalize principal words in description of goods in published trade-marks and in trade-mark phrases.

Capitalize Patent No. 1,780,310, but lowercase British patent, No. 1,780,310, and Smith patent, No. 1,780,310.

## COMPOUNDS

### Patents

Where two words are made of terms that are usually closed up, copy should be followed even though one word in heading; but prefixes and suffixes should be closed up with the words to which they belong, unless connected thereto by a hyphen, when copy should be followed. Examples: Horse shoe, rail road, fire arm, grind stone, anti-friction, electro-magnet, sub-station, ferro-manganese, counter-clockwise, etc., follow copy; but close up anti friction, electro magnet, sub station, ferro manganese, counter clockwise, etc., if they appear as two words in copy.

### Official Gazette

Follow copy in quoted matter, laws, treaties, etc.

## FIGURES

### Patents

Follow copy, except in assignments in headings, where figures should be spelled. Change *Figure one*, *Fig. two*, etc., in the text to *Figure 1*, *Fig. 2*, etc. Change *claim one* to *claim 1*, etc. Follow Roman numerals.

### Official Gazette (decisions and miscellaneous notices only)

Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Spell out figures under 10 in everything else, except figures at the beginning of paragraphs, tabular matter, enumerations, figures of reference, etc. Only a general rule can be given. Much must be left to the judgment of the copy editor.

## GOTHIC

All letters and figures relating to shape should be in gothic, except I. Where copy has tee shape, change to T shape, but follow "magic tee" or "magic T"; eye beam, change to I beam, but eye bolt; ell, change to L; in the form of an A; the A [frame]; the Y; in the shape of an 8. Plurals are formed by adding apostrophe and letter s, as T's. Do not quote gothic, as "A" frame. If quotes are in copy, omit them. Golf tee should be spelled, as it does not indicate shape. No gothic in heads.

## ITALIC AND ROMAN

Italic must be used in the Latin names of plants and animals where reference is had to the species (as *tuberosa*) or to the genus followed by the species (as *Asclepias tuberosa*); but roman should be used where reference is had to the genus alone (as *Asclepias*) or to the order (as *Asclepiadaceae*). Also italicize the names of vessels and titles of cases in citations, as *Smith et al. v. Brown*; the *Brown Case* (180 O. G. 306).



Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and dyestuffs, geological and mineralogical terms, Latin words and phrases generally, and in titles of books, magazines, and other publications.

Where italic (to indicate emphasis) appears in copy of decisions for the Gazette, the same should be followed, but use roman in obvious phrases and words, such as *supra*, *infra*, *prima facie*, etc. In patents, only such words should be set in italic as have been marked by the copy editor, except that Latin names of plants and animals should be set in italic in accordance with the above rule, even if not so marked in copy.

In mathematical equations and chemical formulas, letters representing unknown quantities, etc., are set in italic, but abbreviations of names of functions, processes, or elements remain roman, even though without punctuation. Thus—

$x^2yz + kl = 1$

$\tanh a \cos b = \sin c$

$\text{CH}_x - \text{CH}_y - \text{CH}_z$

$\text{C}_n\text{H}_{n-2}$

LEADER AND TABULAR WORK

Aline decimal points only when specifically prepared to aline by copy preparer or when table has a total.

SAMPLES OF LEADERWORK IN PATENTS IN PREFERRED ORDER

Refractive index	1.4611 at 21° C.
Boiling point	168.2° C.
Thiocyanate number	Nil
Catalyst temperature, ° C	300 to 320
Pressure atmosphere	1
Index of refraction of effluent ( $n_D^{20}$ )	1.4393
N-methyl-para-aminophenol sulfate	grams 0.8
Borax	do 3.0
Water	cc 500
Ammonium hydroxide—28% (same amount as used in each process)	grams 210
Naphthenic acid (A. N. 235) hydrogenated rosin mixture of which 15% is hydrogenated rosin	grams 357
Lead litharge	5% to 95%.
Basic lead sulphate	5% to 30%.
Normal lead sulphate	40 cc./lb. to 90 cc./lb.
Mixing time	5 sec. to 5 min.
Paste density	60 to 78 g./cu. in.
Catalyst	Iron.
Pressure	230 lb./in. <sup>2</sup> , gage.
Space velocity	5.14 cu. ft. CO, measured at 60° F. and one atmosphere, per pound of iron per hour.
CO concentration in feed	9.3% by volume.

SAMPLE OF REFRACTIVE INDEX TABLE

[Aperture ratio 1:4.35]

	Radii	Thicknesses and separations	Kinds of glass	
			$n_D$	$v$
L <sub>1</sub>	$r_1 = +$ 35.46	$d_1 = 3.06$	1.6420	58.0
	$r_2 = +$ 64.78	$l_1 = 0.09$		
	$r_3 = +$ 23.11	$d_2 = 4.82$		
L <sub>2</sub>	$r_4 = +$ 30.42	$l_2 = 0.44$	1.7170	48.1
	$r_5 = +$ 31.08	$d_3 = 1.53$		
	$r_6 = +$ 19.15	$l_3 = 6.78$		
L <sub>3</sub>	$r_7 = +1$ , 532.0	$d_4 = 8.54$	1.68902	31.2
	$r_8 = -$ 20.14			
L <sub>4</sub>			1.46495	64.5

## SAMPLES OF REFERENCES CITED

8 point slug		Signature line.
→		
REFERENCES CITED		
The following references are of record in the file of this patent:		
UNITED STATES PATENTS		
Number	Name	Date
Re. 20,000 <input type="checkbox"/>	Ubbelholde	July 13, 1937
	<input type="checkbox"/> (Original No. 45,834)	
Pl. Pt. 200	Schwartz	Jan. 8, 1935
D. 115,856	Jones	Jan. 1, 1941
1,945,330	Nord	Jan. 30, 1934
2,249,745	Charch	July 22, 1941

Pickup

## FOREIGN PATENTS

Number	Country	Date
2,463,544 <input type="checkbox"/>	France	Jan. 21, 1941
33,893	France	Mar. 26, 1929
	<input type="checkbox"/> (Addition to No. 634,700)	
424,229	Great Britain	Feb. 18, 1935
256,724	Great Britain	of 1934
236,569	Great Britain	Feb. 6, 1943
of 1942		

Pickup

References cited line in reissues to read as follows:

The following references are of record in the file of this patent or the original patent.

## NOTE

In listing foreign patents under the heading "Country," the actual name of the country must be given. For example, if a British patent has been cited, the country is to be listed as Great Britain or England, a Dutch patent as Netherlands or Holland, a French patent as France, a Swiss patent as Switzerland, etc. The name of the country is not to be abbreviated.

## OTHER REFERENCES

"Drying and Dehydration of Foods" by Von Loesecke, pages 158 and 159. (Copy in Division 63.)

"Fundamentals of Dairy Science," Associates of Rogers, pages 201 and 202. (Copy in Division 63.) Second edition.

Ser. No. 362,608, Bachle et al. (A. P. C.), published Apr. 20, 1943.

Pickup

## INSTRUCTIONS

**Centerheads.**—(References Cited, 8 points before and 4 points after.) (United States Patents, Foreign Patents, and Other References, 4 points each side.)

**Number column.**—Under both United States Patents and Foreign Patents, all figures a line on right.

Indent all 7-figure lines 1 en space.

Indent all 6-figure lines 1 em and 1 thin space.

Indent all 5-figure lines 1 em, 1 en, and 1 thin space.

## Sample of alinement for Designs

Number	Name	Date
D. 115,856 <input type="checkbox"/> <input type="checkbox"/>	Jones -----	Jan. 1, 1941
D. 5,856	Jones -----	Jan. 1, 1943
2,321,066	Densé et al. -----	June 8, 1943

Indent all 6-figure lines, D. and 1 thin space.

Indent all 5-figure lines, D. and 1 en space and 1 thin space.

Indent all 4-figure lines, D. and 1 em space and 1 thin space.

Set Reissues and Plant Patents flush on left using thin space after Re. and after Pl. and Pt.

*Name column.*—Spacebands at each end of leaders.

*Date column.*—Spell out May, June, and July; abbreviate all other months.

*Country column.*—Spacebands at each end of leaders.

## MISCELLANEOUS

Notice if patent is a *division*, a *continuation*, a *refile*, a *no fee*, a *no drawing*, or has *foreign application*, and make head read accordingly. All new matter supplied in the head must be queried.

The noun *drawing* should always be singular in trade-marks.

In formulas and equations close up all symbols, also reference letters unless separated by commas.

Where inferior cap "D" appears with lowercase letter (English or Greek) in a 7½-point line, the "D" must be set 10-point inferior. Thus:  $n_D$ ,  $\gamma_D$ .

Care must be taken to see that claims are properly numbered. Where reference is made in a claim to the number of a preceding claim, see that the proper number is used when claims have been renumbered. If the claim for the Official Gazette refers to another claim, the reader must query the claim.

## SPELLING

Webster's New International Dictionary, current edition, is recognized as the standard authority in the spelling and division of words. Where the dictionary recognizes different forms of spelling the same word, follow the form given in copy. Hackh's Chemical Dictionary is used for chemical words and terms. Any word appearing in the heading of a patent should be given the preferred spelling; also the preferred spelling of the root word should be followed in participial and other derivations of that word. An exception to Webster's is made in the spelling of "sulfur" and derivatives, which form is to be used in patent headings. Copy editors will indicate the preferred form in such cases on the file jacket.

Authorities for the spelling of geographic names (local and foreign) are listed in the order of their preference: Decisions of the United States Board on Geographic Names; United States Postal Guide; Columbia Lippincott Gazetteer of the World; Webster's Geographical Dictionary; New World Loose Leaf Atlas; Rand McNally Atlas. No accented letters are used in geographic names.

The signature of firms and corporations in a trade-mark should be followed and the head and preamble changed and queried if any discrepancy exists; follow individual names as signed. When in the text a claim or disclaimer is made to any words or symbols, spelling of such words should conform in every detail to the drawing. If any discrepancy occurs it should be queried. A defective or wrong cut should be reported to foreman.

In patents signed by an executor or administrator, the pronouns should be changed and queried. Examples: Change *I claim* to *What is claimed is*; *My invention* to *The invention*, etc.

Follow copy for suffixes *ize* and *ise*.



## LIST OF WORDS COMMONLY FOUND IN FIRM NAMES AND THEIR ABBREVIATIONS

Language	Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
English-----	Brothers-----	Bros. (pl.).	Company----	Co.	Limited-----	Ltd.
	Brother-----	Bro. (sing.).				
French-----	Frères-----	Frs. (pl.).	Compagnie--	Cie.	Société Anonyme--	Soc. Ane.
	Frère-----	Fr. (sing.).				
German-----	Gebrüder-----	Gebr. (pl.).	Gesellschaft--	Ges.	Gesellschaft mit be-	G. m. b. H.
	Bruder-----	Br. (sing.).			schränkter Haftung	
Italian-----	Fratelli-----	Frat. (pl.).	Società-----	Soc.	Società Anonima----	S. A.
	Fratello-----	Frat. (sing.).				
Portuguese-----	Irmãos-----	Iros. (pl.).	Companhia--	Cia.	Limitada-----	Ltda.
	Irmão-----	Iro. (sing.).				
Spanish-----	Hermanos-----	Hnos. (pl.).	Compañía----	Cfa.	Sociedad Anónima---	S. A.
	Hermano-----	Hno. (sing.).				

## LIST OF COMMON AND PREFERRED FORMS

accordion plait	Cardan shaft	Dobell's solution
acetyl, acyl	carline, carling (construction)	doré bullion
actuatable, actuatable	carnauba wax	doup (weaving)
aileron	carrousel	
airplane, aeroplane	caster, castor; castor bean	eau de Cologne
align, aline	castile soap	eccentric, excentric
alkalies, alkalis	cat whisker	éclair
aluminum, aluminium	celtium	eddy current
ampoule, ampul, ampulla, ampule	cementitious (only)	Eddy kite
anaeric	chaise longue	embed, imbed
aquadag	pl. chaises longues	empennage
areaway	chamfer, champfer, champer	enclose, inclose
Argand burner	changeable (only)	engageable (only)
arsenic (compounds)	Charlottenberg (Sweden)	expandable, -ible
arsinic (acids)	Charlottenburg (Germany)	extendable, -ible
artesian well	charr (fish), char, chare (to burn)	extensible
Axminster rug	chianti belt	eye-bolt, eyebolt, eye bolt
azo dyestuffs	Chianti wine	(not I bolt)
	chiiforobe	eyeleting
B flat	china clay	
babbitt	China-wood oil	factis (solidified oil)
Babbitt metal	chute, shoot, shute	felly, felloe
bail, bale (interch.)	cipher, cypher	Ferris wheel
balata	citrus, citrous	feterita (grain)
Basel (town), Basle (firm)	clevis	filet (lace)
Baumé, Beaumé, Bé.	cliché	filtrable
bentonite	closable, closeable	flier, flyer
benzene, benzine	coca (drug)	Formalin or formalin
benzol, benzole	cocoa (made from cacao seed)	Fourdrinier machine
bib (child's apron)	coky (cokelike)	Friedel-Crafts
bibb (faucet)	Cologne (not Koln)	frusto, frustro
bitting	communicable (only)	frustum, frustum
Blau gas	condensable, -ible	fryer, frier
blucher shoe	conduit, conduct	Fuller valve
bluing, blueing	condulet	fuller's earth
bootees, booties	Congo red	fuselage
bouillon	congress boot	fuse, fuze
Bourdon tube	connectible, -able	
Bowden wire	connector, connector	Garnett machine
brassière	contractable, -ible	gauge, gage, guage
brier, briar	conveyer, conveyor	gelatin, gelatine
Brigg's logarithms	cophasely, cophasally	Geneva gear
Bright's disease	corselets	gettering
Brinell	corsetlets	gilsonite
Bristol board	coumarin, cumarone, coumarone	gimbal ring
britannia ware	coupé	glacé
Brix hydrometer	Cowper	gluing (only)
brooch, broach (pin)	crème	Gnome engine
brown mixture	crepe, crape, crêpe	grabbots (cotton refuse)
Brussels sprouts	crepe de Chine	Gramme ring
Bunsen burner	cyanide (only)	gramophone
bur (prickly covering)		grill (broiler) } interch.
burned, burnt		grille (grating) }
burr (tool)	damar	grommet, gromet, grummet
bus, buss; pl. buses, busses	dammar varnish	Gruyère
by-pass, bye-pass, bypass	dawsonite	guayule
	decibel	Gulf Coast oil
	deflectable, -ible	gum arabic
cacao (seed)	diarrhea, diarrhoea	
candelilla (wax of plant)	dieing (stamping)	Habana (not Havana)
canton flannel	diesel engine	Hamburg steak
capacitive, capacitative	disassemble	hamburger } follow in text
carbide (only)	dislodgment, dislodgement	Hamburger/
carburation, carburetion	dispatch, despatch	hawser, hauser
carburetor, carbureter, carburet-	distilland	head lamp
tor, carburetter, carburator		

height, highth, hight, height  
henrys, henries (fol.)  
hindrance, hinderance  
Hochst (not Hoechst)  
Holland gin  
holland linen  
horsepower  
humidistat  
hydrophilic  
hyposulphite (not hyposulfite)  
hypotenuse, hypothenuse

I. B. X (intermediate branch exchange)  
I beam (see eye-bolt)  
ignitable, -ible  
ignitron  
impeller, impellor  
input, input  
in any wise  
inasmuch  
india ink, India ink  
Indian corn  
in no wise  
insertable, -ible  
in so far or insofar  
insomuch  
interiorly, interially (not interior-ally)  
introducible

Jacquard loom (lowercase all others, as: Jacquard motion, etc.)

jamb, jamb (pressure, nut)  
jamb, jambe (door)  
japan varnish  
joule (unit of energy)  
Joule's (cycle, law, or equivalent)  
junctor

kafir, kaffir  
kaoliang (grain)  
Kassel (not Cassel)  
Keen's or Keene's cement  
Kelly (adj.), kelly (n.)  
Kelvin scale, or K.  
kerosene, kerosine  
kieselguhr  
kilogram, kilogramme  
kraft paper (not craft)  
Krefeld (not Crefeld)  
Kreis (fol.)  
kumquat

lavalier, lavalier, lavallière  
lecher wire  
lehr, leer  
Leipzig  
lens, pl. lenses  
Levers lace  
liquefy, liquify  
lithopone  
lodgment, lodgement  
longéron  
losser circuit  
loupe (jeweler's)  
louver, louvre  
Lumière  
luminaire

macadam road  
machinable  
machinability  
Mah jongg  
maltha (mineral tar)  
mandrel, mandril  
maneuver, manoeuvre  
Mangin mirror  
manila paper  
manila rope  
manipulable, manipulatable  
mansard roof  
mantel, mantle (fireplace)  
mantle, mantel (cloak)  
marcelling  
Marcel wave  
maul

medicament (not medicant)  
megohm (measure)  
Mexico City (not Mexico, D. F.)  
mho (reciprocal of ohm)  
microhm (measure)  
Mid-Continent oil  
mil (no period—wire measure)  
Miller hook  
milo grain  
miscella (solvent and tallow mixed)  
Minié rifle  
mitered, mitred  
moiré (v. and adj.), moire (n.)  
mol., mols., mol, mols, mole,  
moles (fol.)  
montan wax  
morocco binding  
movable, moveable  
mucus (n.), mucous (adj.)  
multipling (fol.)  
Munich (not Munchen)  
mutor

nacelle  
naphtha, naphtha  
naphthalene, naphthaline  
naphthol, naphtol  
navy blue  
neat's-foot oil  
negligee, negligé  
negligible, negligibleable  
neoprene  
neon  
nick, knick  
nickel (metal or coin) only  
Nicol prism  
nicotine, nicotin  
noble metal  
nozzle, nozle  
n-pole dynamo  
nth degree  
Nuremberg  
nylon

ogee shape (not O. G.)  
operable, operatable  
os calcis  
oscillatable, oscillable  
overlie  
oxford shoe  
oxidation, oxidization  
oxide, oxid, oxyde, oxyd

pajamas (patent titles)  
pajamas or pyjamas (trade-marks)  
palette (artist's)  
pallet, palate, pallete, palet (brick-making)  
pantograph (only)  
papier-mâché  
paraffin, paraffine  
Pará rubber  
Paris green  
pasteurize  
pâté (pie)  
P. B. X (private branch exchange)  
peen, peim  
pendant, pendent (n. or adj.)  
per cent, per cent., percent., per-cent  
peripheral, peripherial  
peripherical  
pet cock  
pH 8  
phone  
phosphorus, phosphorous (follow copy)  
photocell  
piezo crystal  
piezoelectric  
Pilsen  
pimento, pimienta  
pincers  
pitman, pitmans

pitmen (workmen)  
Pitot tube  
pivotably  
pivotal, pivotable  
pivotally, pivotly (not pivotedly)  
plaster of Paris  
platen, platten, plattin  
pliers, plyers  
plotron  
ply, plie, plies  
Pontianak gum  
portière  
Portland cement  
practice, practise (n., v.)  
preventer  
projectable, projectible  
Prony brake  
propellant (n.); when used in combination follow copy, as propellant powder or propellant powder  
propeller (only)  
Puerto Rico  
purée, puree  
pylon

quantitative, quantative, quantitative

rabbet (carpentry)  
radical, radicle (chem.)  
Raney nickel  
rarefy, rarify  
Raschig ring  
raster  
reciproable, reciprocable  
reinforce, reenforce  
registrable, registerable  
Reims (not Rheims)  
releasable (only)  
repellent, repellant (n. and adj.)  
replaceable (only)  
resin, rosin (fol.)  
resistor, resister  
résumé  
retractable, refractible  
revolvable, revolvable  
revolubly, revolubly  
Riggs' disease  
Rochelle salt  
Roentgen, Röntgen  
rotary, rotatory, rotarily  
rotatable (not rotale)  
Russia leather  
rutile

saccharin (a bitter white lactone)  
saccharine (sugar substitute)  
sable, saleable  
salvarsan  
Samson post  
Saybolt Universal  
saxophone  
scallop, scollop  
Scotch tape  
Selsyn or selsyn  
selvage, selvedge  
separatable  
separator (only)  
servomotor or servo-motor  
settable  
shelf, shelve  
shellac, shellack, shell-lac, shell-lacked  
shoofly, shooflys  
singletree, swingletree  
siphon, syphon  
sirup, syrurp  
sisal rope  
sley, slay (knitting machinery)  
slidable, slideable  
soy, soya, or soja bean  
spaceable  
spigot, spicket  
squeegee  
Stillson wrench  
strop, strap  
style, stylus, styli, styluses

suede	tonsillitis, tonsilitis	Venetian blind
sulph, sulfo, etc. (use "f" spelling in headings only; otherwise follow copy)	torchère	venturi, pl. venturis
swage, swedge	torsional, tortional	Venturi tube
taboret, tabouret	transferer, transferor	vernier clutch
tainter	transmitter (only)	video
taxiing, taxying	transversely, transversally	Vienna (not Wien)
therefor, therefore (in return for that or this)	trippable	viz or viz.
therefore (consequently) only	T square	visor, vizor
thermion	tunny, tuna (fish)	vodas
thermionic	Turkey red	vogad
thermistor	turmeric (not tumeric)	voltolized
thermosyphon, thermosiphon	tuyère, twyer	wagon, waggon
threadably, threadedly	Twaddell, or Twad.	Wheatstone bridge
thresh, thrash (beat grain)	tying, tieing, tied	wienerwurst
through, thru	una-flow	Wilton carpet
thumb, thum	un-ionized	woolen, woollen
Thyratron or thyatron	unsanitary	woolly, wooly
tier (to tie)	utilized	yolk (not yelk)
Timken bearing	Union of Soviet Socialist Republics	yoshino paper
tire, tyre (of a wheel)	valance (fabric)	Young's modulus
Tokyo (not Tokio)	valence (chemistry)	zed shape
	varistor	zinc, zink

## TRADE-MARK NAMES

The following trade names should be capitalized unless quoted. Follow copy regarding any apparent trade name not in this list.

Alemite	Dry Ice	Lux	Santomerse
Alnico	Dulux	Masonite	Solvesso
Alphasol O. T.	Duprene	Methocel	Stellite
Al Si Mag 190	Duraloy	Micarta	Stiflex
Alumel	Duralumin	Monel (metal)	Sylphon
Alundum	Duraplex A-25	Monotype	Sylphrap
Ameripol	Electro-Silicon	Mycalex	Syntron
Areskap	Elektron	Nekal A	Talon (fastener)
Aresket	Emulphor O	Nichrome	Teletype
Aresklene	Fathometer	Nicofume	Textolite
Bakelite	Filtrol	Nitrallloy	Thermit
Benzedrine	Flexo-seal	Nonex	Thermos
Black Leaf 40	Foamite	Paraplex G-20	Thiokol
Bobbie (bobby pin)	Freon	Perbunan	Tonsil
Buna S	Gardinol WA	Permalloy	Tornesit
Calrod	Geon	Permutit	Transite
Carbitol	Glyptal	Phosphor bronze	Triton M-25
Carbofrax	Hercolyn	Photronic	Uformite MM-55
Carborundum	Hydroseal	Phytine	Urotropin
Catalin	Hyex	Ping-pong	Vacumatic
Caterpillar (tread)	Igepon T	Plastacele	Varnolene
Celanese	Invar	Plexiglas	Varsol
Celastec	Kodak	Pliofilm	Vaseline
Cellosolve	Kodapak	Pliolite	Verichrome
Cellucotton	Konal	Pliowax	Victrola
Celluloid	Koroseal	Polane	Vynylite
Celotex	Kovar	Polaroid	Vynyon
Chlorex	Lastex	Polymerin	Viscoloid
Chromel (alloy)	Lavite	Porocel	Vistac
Coca Cola	Leatherette	Pyralin	Vistanex (-Medium)
Corex	Lexide	Pyrex	Vultex
Croquignole	Linotype	Refinite	Zip
Crystallite	Lithol	Resinox	Zipper (heels)
Cyclone (fence)	Lucite	Revertex	

## PLURALS

Follow copy in the Latin or English forms for plurals where both forms are recognized. A few are:

abacus, pl. abacuses or abaci  
antenna, pl. antennae; E., -nas  
apex, pl. apexes or apices  
apparatus, pl. apparatus, apparatuses  
callus, pl. calli  
candelabrum, pl. candelabrams or candelabra  
fascia, pl. fasciae  
frustum, pl. frustums or frusta

helix, pl. helixes or helices  
lamina, pl. laminae  
latex, pl. latices  
matrix, pl. matrices, or matrixes  
medium, pl. mediums or media  
spatula, pl. spatulas  
speculum, pl. speculums or specula  
stylus, pl. styli or styluses

Collective nouns, such as *pair*, *series*, *mechanism*, *goods*, *type*, etc., may be regarded as either singular or plural, and copy should be followed.

## POSSESSIVES

Correct errors in the use of the apostrophe in the possessive case. Follow document style. (See pp. 60-61.)



## PUNCTUATION

## Patents

Follow copy literally, except in headings.

In the figure description, delete all punctuation between the numeral and the verb.

Commas should not be used for periods in decimal fractions.

In equations, center points should be followed.

Punctuate trade-mark and design preambles as follows:

- In the Borough of Manhattan, city and State
- residing in Oak Park, in the county of Cook and State of Illinois,
- residing at Kansas City, county of Jackson, State of Missouri,
- residing at Kansas City, Jackson County, and State of Missouri,
- residing in the city of San Francisco, county of San Francisco, and State of California,
- residing at New York city, county and State of New York,
- residing in the city, county, and State of New York,
- organized under the laws of the State of New York and located in New York,
- located in the county, State, and city

## Official Gazette

Follow copy in claims; court decisions; treaties, conventions, etc., with foreign countries, and in rules and amendments thereto; laws; extracts; quoted matter; and acts of Congress. Punctuate everything else, including citations in all decisions.

## REFERENCE LETTERS AND FIGURES

Reference figures to drawings should be set in boldface type.

Where copy has capitals, use roman capitals, and when copy has lowercase letters, use lowercase italic, as, the wheel A has a rim *a* and spokes *b*; the hub B is of iron; the wrapper *Wr* is of paper.

Where superior reference letters run up to "x", use the superior letter "x"; otherwise use superior multiple. Where superior figures are used, the superior cipher should be used, and not the letter "o," nor a degree mark. Where other superior letters are used, the superior letter "o" should be used.

Where copy has reference characters written —12—, "12," (12) or —A—, "A," (A) consistently throughout patent, cancel dashes, quotation marks, or parentheses. When copy preparer meets with exceptions to this rule, he should mark copy "follow."

Follow copy as to  $a_1$ ,  $a_2$ ,  $1a$ ,  $1b$ , etc., or  $a^1$ ,  $a^2$ ,  $1^a$ ,  $1^b$ , etc. Copy should be followed in respect to the prime mark or superior "1"; thus: "The wheels  $a'$  and  $a''$ " or "The wheels  $a^1$  and  $a^2$ ." Some typewriters use the prime mark for "1", after passing "o", as:  $a'^0$ ,  $a''$ ,  $a'^2$ , etc., which should be changed to  $a^{10}$ ,  $a^{11}$ ,  $a^{12}$ , etc. Follow inferiors where so used in copy, as:  $a_1$ ,  $a_2$ , etc.

Since typewriters use same character for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

In foreign patents, if apostrophes are used for primes, change to primes.

Use the en dash where a letter is followed by a figure (A—15), or vice versa (15—A).

Use the em dash where figures or letters occur in pairs (127—127), (127—127A), (A—A), (7d—7e), (A—A5); or when a figure with a letter is followed by another figure and/or letter (8c—11d), (7a—11), (7a—A), or vice versa.

Samples of reference letters and figures with regard to use of en and em dashes when used in combinations:

127—127	A—A	7d—7e
127—127a	A—15	8a, 8c—71, 7m
6—J—42	15—A	

Fig. 3—A or Fig. 3—a (if dash in copy), but Fig. 3A or Fig. 3a

Exceptions to rule: Where combinations of numbers or letters are followed by the word "inclusive" or when a number of references in groups (three circuits 74—76) is specified, or when it is obvious from copy that a series of figures is intended, use en dash.

## SIGNATURES

<i>Copy signed</i>	<i>Print head</i>	<i>Print signature</i>
deBoise, jr.	de Boise, Jr.	DE BOISE, JR.
DeBoise 3d	De Boise 3d	DE BOISE 3D
Macdonald 3rd	Macdonald 3rd	MACDONALD 3RD
Mac Donald III	MacDonald III	MACDONALD III
Mc Murray	McMurray	McMURRAY
VanArsdale	Van Arsdale	VAN ARSDALE
Vanarsdale	Vanarsdale	VANARSDALE

Avoid dividing names. If name cannot be printed in 1 line with 1-em bearoff at each end, center as many words as possible, following style below on the rest. The following are the proper indentions for trade-mark signatures, and should be followed:

JOSEPH BROWN. □

THE CHAMPION HARDWARE  
COMPANY, □  
By NELSON T. HASENFLUE,  
*Secy.-Treas.*

NORTHERN WISCONSIN  
CO-OPERATIVE TOBACCO POOL, □  
By A. C. JOHNSON,  
*Secretary.*

NAAMLLOOZE VENOOTSCHAP  
HERO CONSERVEN BREDA, □ □  
By REINER AUGUST MARIE  
JOHAN JOSEPH JANSEN, □ □  
*Managing Director.*

LAMAR & WHITMORE, BOOK □  
AGENTS, M. E. CHURCH, □  
SOUTH,  
By BENJ. A. WHITMORE,  
*Agent.*

ORPHAN ANNIE GREASELESS  
DOUGHNUT SHOP. □  
JOHN A. SMITH,  
*A member of the firm.*

HERBERT MANFRED FREUD, □ □  
*Also known as Jean Frasch.*

Follow copy for *and* or *&* in trade-mark signatures. The word "its" should be deleted in such terms as *Its President*, etc. Do not supply *By* in signatures. A comma punctuates the first name in the signature when followed by *By*. When *By* is not used, close with a period.

Patent signatures should be borne off □ from right, longest line.

The following are examples of patent signatures:

WILLIAM HENRY <sup>his</sup> × SMITH. □  
mark

□ Witnesses to mark:  
□ □ M. M. KITCHENS,  
□ □ W. J. SPARKMAN.  
(One witness sufficient.)

ELLA P. MORRISON, □ □  
*Executrix of Samuel O. Morrison, deceased.*

ELLA P. MORRISON, □  
*Executrix of the estate of Samuel Oliver Morrison,*  
*deceased.*

MABEL B. WALKER,  
 TRUST COMPANY OF GEORGIA, □  
 By CARROLL PAYNE JONES,  
*Trust Officer,*  
*Executors of the estate of Ralph William Walker,*  
*deceased.*

GEORGE P. ALEXANDER.

## OFFICIAL GAZETTE WORK

### DECISIONS

Follow copy, except in capitalization and citations; also follow italic in decision matter, except in Latin phrases and words, such as *supra*, *infra*, *prima facie*, etc. The decisions from the various court reports should be cited as follows:

Supreme Court of the United States

*Funk v. Kalo*, 333 U. S. 127.

United States Court of Appeals, District of Columbia Circuit

*Thorne, Neale & Co. v. Coe*, 79 U. S. App. D. C. 122.

United States Court of Customs and Patent Appeals

*In re Metzner*, 35 CCPA 789.

Federal Reporter

*Bradley v. Eccles*, 126 Fed. 945.

Federal Reporter, Second

*In re Helmond*, 124 F. 2d 222.

U. S. Patents Quarterly

*In re Helmond*, 52 USPQ 101.

### NOTICES

Abbreviate months when followed by a date, except in special notices (i. e., notices signed by the Commissioner of Patents or an Assistant Commissioner of Patents), where copy should be followed.

### ADJUDICATED PATENTS

(D. C. Mich.) Karr Patent No. 1,887,058, for a spring assembly. Claims 2 and 4 *Held* invalid. *Spring-Air Co. v. Ragains*, 96 F. Supp. 79; 88 USPQ 312.

(D. C. Mich.) Karr Patent No. 1,922,002, for a spring assembling machine. Claims 1, 2, 7, 8, 10, 15, and 16 *Held* invalid. *Id.*

### ADVERSE DECISIONS IN INTERFERENCES

2,506,403, E. Witzel, Burner control system and control means therefor, decided Mar. 9, 1951, claims 9, 11, and 14.

### CHANGES IN CLASSIFICATION

□ Order No. 3,168, October 23, 1930, directs:

□ In class 178, *Telegraphy* (Division 16), establish the following subclasses and definitions:

#### Systems

□ Automatic

□ Printing

□ □ □ 4.1 □ □ □ Remote control.

#### 140, Wireworking (Division 14)

□ establish the following subclass definition:

□ 81.5. Subject matter under subclass 80 where the article made is a hanger for a coat or other garment.

□ (1) Note.—The hanger usually consists of a generally triangular wire frame having a hook formed at the apex thereof.

□ Search this class, subclass—

□ 83—for the making of wire clothespins.

□ Search Class—

□ 189—METALLIC BUILDING STRUCTURES, subclass 36.5 and the classes and subclasses specified in the

notes to the definition of that subclass for miscellaneous joints between a metal part and a non-

metallic part of the molded or bonded type.

□ Order No. 3,119, May 16, 1929, directs:

□ In class 167, *Medicines* (Division 43), abolish the following subclasses:

2 Capsules

4 Extracts

5 Hair dyes and tonics

7 Internal remedies

8 Plasters

9 Topical remedies

□ □ 10 Veterinary

11 Tobacco substitutes



## DISCLAIMERS

2,359,289.—*Lemuel G. Brown*, Oklahoma City, Okla. SHUTTER. Patent dated Oct. 3, 1944. Disclaimer filed May 18, 1951, by the assignee, *J. E. Bush*.  
Hereby enters this disclaimer to claims 1, 2, and 3 of said patent.

## OFFICIAL GAZETTE INDEX

## Patents, designs, plant patents, reissues

Where the name of a city or State appears two or more times in succession, do not repeat the same, but use only once.

Where there are two or more inventors, spell out the Christian name of only the first inventor. Abbreviate the rest.

In cross-references, use last name, Christian name, and initial of first inventor only; last name only of coinventors.

If initials of coinventors having same family name are the same, spell out Christian name of each.

If coinventors with same name are senior and junior, repeat family name.

Use U. S. Army—not United States Army.

Never change name of firms, corporations, etc.

Omit *Territory* of before *Hawaii* and *Alaska*.

Each patent, design, etc., is a separate entry in the List of Patentees; if identical, they may be combined in the List of Inventions if they carry consecutive patent numbers.

Note the following:

Jones, Robert A., and W. R. Smith, Altoona, assignors to A. J. Robinson, Philadelphia, Pa.  
Smith, John C., Chicago, and H. Brown and B. Stewart, Freeport, assignors to H. B. Franklin & Co., Chicago, Ill.

Scott, Robert A., and J. E. Smith, Chicago, and F. A. Baker, Decatur, Ill.

Robinson, John G. and E. F., and T. E. Jones, New York, N. Y.

Morris, Henry B., deceased (H. B. Skinner, executor), and C. A. Vanderveer.

Parker, John C., deceased, Buffalo, N. Y.; C. Brown, administrator.

Becht, Edward C., Newport, Ky., and H. W. Becht, Rising Sun, Ind.; said H. W. Becht assignor to said E. C. Becht.

Du Pont, E. I., de Nemours & Company: See—

Bakke, Hans A.

Calcott, William S., and Douglass.

Moore, William R., Jr., Hagerstown, Md., assignor to Decca-Disc Phonograph Company, Waynesboro, Pa. Remote control for talking machines. 1,787,392; Dec. 30.

Calcott, William S., and W. A. Douglass, Penns Grove, N. J., assignors to E. I. du Pont de Nemours & Company, Wilmington, Del. Retarding the deterioration of rubber. 1,787,064; Dec. 30.

Smith, Robert E. and Roy E.

Smith, Robert E., Jr., and R. E. Smith, Sr.

## Trade-marks

Trade-marks follow general rules for patents, except that (1) two or more persons are regarded as a firm and names are not abbreviated; (2) identical trade-marks carrying consecutive serial numbers and registration numbers may be combined on all lists.

Belo, A. H., & Company, Incorporated, Galveston and Dallas, to A. H. Belo Corporation, Dallas, Tex., successor. Daily newspaper. 175,933; renewed Nov. 3, 1944. O. G. Dec. 14. Class 38.

Newspaper, Daily. A. H. Belo & Company. 175,933; renewed Nov. 3, 1944. O. G. Dec. 14.

Wilson, Clyde L., San Francisco, Calif. Powder puffs. 269,839; Apr. 22; Serial No. 292,918; published Feb. 11, 1930. Class 29.

## PATENT SUITS

[Notices under 35 U. S. C. 70; sec. 4921, R. S.]

2,495,579, Ferris & Klancnik, Jr., Antenna, D. C., E. D. Mich. (Detroit), Doc. 10461, *Hi-Lo TV Antenna Corp. v. Revere Antenna Co.* Consent judgment for plaintiff (notice Apr. 23, 1951).

2,087,920. (See 2,006,828.) 2,105,790. (See 2,006,828.)

## TRADE-MARK SUITS

[Notices under 15 U. S. C. 1116; act of July 5, 1946]

T. M. 167,473, T. M. 375,260, D. Colonna & Son, Grated cheese, D. C. N. J. (Trenton), Doc. 683/50, *J. Colonna Bros. v. Barletta & Co. et al.* Dismissed Apr. 30, 1951.

T. M. 314,493. (See T. M. 432,410.)

## PUBLISHED TRADE-MARKS

All information appearing on face of file must be incorporated in trade-mark as published in Official Gazette.

"Doing business as," or phrases with same meaning, precede address; all other phrases (i. e., "assignor to," "now by change of name") follow address.

If file is marked "see inside" (in connection with merchandise or date of use), this information will be found in the Statement or amendments thereto.

Disclaimed words or phrases are printed in caps and lowercase, and quoted.

Abbreviate month when followed by date.

Except in the case of foreign trade-mark applications, the registration number only (not the date) is given in claiming ownership of other registrations.

Foreign applications may or may not carry date of first use. Follow copy on claim of priority based on ownership of foreign registration.

Drawings always appear with published trade-marks.

[Act of 1905]

Ser. No. 507,804. Englishtown Cutlery, Ltd., New York, N. Y. Filed Aug. 13, 1946.

The baby figure shown in the drawing is fanciful.

For Unit for Feeding Infants Consisting of a Feeding Tray, Knife, Fork, Spoon, Cup, Plate, and Napkin Ring.

Claims use since Nov. 1, 1945.

[Act of 1946]

Ser. No. 540,795. Dormeyer Corporation, Chicago, Ill. Filed Nov. 12, 1947. (Sec. 2f as to "Dormeyer.") No claim is made to the word "Power." Applicant claims ownership of Registrations Nos. 265,585 and 506,387.

For Electric Food Mixers, Juicers, and Choppers.

Claims use since Oct. 30, 1947, as shown; and since 1929 as to the name "Dormeyer."

Filing date of trade-mark which has been converted from one act to another, or from one register to another, or both, should be set as follows:

#### Conversion to different register under rule 13.5

Original filed, act of 1946, Principal Register, Aug. 2, 1949; amended to application, Supplemental Register, Sept. 2, 1949.

Original filed, act of 1946, Supplemental Register, Aug. 2, 1949; amended to application, Principal Register, Sept. 2, 1949.

#### Conversion to 1946 act under rule 41.1

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949.

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949.

#### Conversion to 1946 act under rule 41.1 followed by conversion to different register under rule 41.1

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949; amended to Supplemental Register, Oct. 2, 1949.

Original filed, act of 1920, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949; amended to Principal Register, Oct. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Supplemental Register, Sept. 2, 1949; amended to Principal Register, Oct. 2, 1949.

Original filed, act of 1905, Aug. 2, 1949; amended to application under act of 1946, Principal Register, Sept. 2, 1949; amended to Supplemental Register, Oct. 2, 1949.

#### Collective, certification, and concurrent use marks

In the case of a Collective Mark, Certification Mark, or a mark having Concurrent Use, those terms are inserted following application date. Concurrent Use marks must show the territory which is covered.

Ser. No. 550,266. Skookum Packers Association, Wenatchee, Wash. Filed Feb. 20, 1948. (Sec. 2f.) COLLECTIVE MARK.

Ser. No. 551,234. The Colorado Milling & Elevator Co., doing business under the style name of The Eagle Flour Mills Co., Denver, Colo. Filed Mar. 5, 1948. CONCURRENT USE with Registration No. 345,511 for the area comprising Colorado, New Mexico, Texas, Oklahoma, Missouri, Arkansas, Kansas, and Nebraska.

### REGISTERED TRADE-MARKS

If list of merchandise (or services) on file is marked "see inside," this information, in registrations under the act of March 19, 1920, or the Supplemental Register of the act of 1946, can be obtained from the Statement. For registrations under the act of February 20, 1905, or the Principal Register of the act of 1946, add "etc." to the list of merchandise as it appears on file.

The style for claim of priority because of ownership of foreign trade-mark is as follows:

Priority under Sec. 44 (d). French Registration No. 383,569, filed Feb. 5, 1948.

For filing date on converted trade-marks, see published trade-marks.

[Act of February 20, 1905]

No trade-mark drawings appear under this head.

444,507. Hair Pomades. Hilda L. Friend, doing business as Hairmetique Distributors, New York, N. Y. Filed June 12, 1946, Serial No. 503,722. Published Jan. 13, 1948. Class 6.

"Under the act of February 20, 1905, as amended June 10, 1938" is printed if it appears on file.

[Act of March 19, 1920]

Trade-mark drawing appears under this head.

All information on file must be incorporated on publication in Official Gazette, since these marks have not been published previously.

444,526. (Class 37. Paper and Stationery.) Spencer Rubber Products Co., Manchester, Conn. Filed Feb. 8, 1946, Serial No. 496,280.

For Rubber Bands.

Claims use since Dec. 15, 1944.

[Act of 1946, Principal Register]

No trade-mark drawings appear under this head.

"Concurrent Use" if on file must be printed, but territory covered is omitted in registered trade-marks. Collective Marks, Certification Marks, Service Marks, etc., are grouped under subheads.

Section 2f reference is not carried on registered trade-marks under this head.

544,756. Tooth Powder and Mouth Wash. S. P. Phalmo Co., Chicago, Ill.  
Filed Dec. 17, 1948, Serial No. 570,720. Published Apr. 17, 1951. Class 51.

541,323. Wheat Flour. The Colorado Milling & Elevator Co., Denver, Colo., doing business as Alamosa Flour Mills, Alamosa, Colo.  
Filed Apr. 10, 1948, Serial No. 554,298. CONCURRENT USE. Published Jan. 2, 1951. Class 46.

[Act of 1946, Supplemental Register]

Trade-mark drawing appears under this head.

All information on file must be incorporated on publication in Official Gazette, since these marks have not been published previously.

544,200. (Class 46. Foods and Ingredients of Foods.) Life Savers Corporation, Port Chester, N. Y.  
Filed Oct. 6, 1950, Serial No. 604,536.

The drawing is lined to indicate red, blue, and silver-gray. Applicant claims ownership of Registrations Nos. 93,080, 115,895, and others.

For Candies.

Claims use since June 28, 1946.

[Consolidated Certificate]

Two or more trade-marks which have previously been published separately may be consolidated on registration.

Individual applications are placed in order by classes after name and address.

542,294. CONSOLIDATED CERTIFICATE. Tennessee Coal, Iron and Railroad Company, Birmingham, Ala.

Basic Slag for Use as a Soil Conditioner. Filed Feb. 23, 1949, Serial No. 574,395. Published Dec. 13, 1949. Class 10.

Structural Shapes. Filed Feb. 23, 1949, Serial No. 574,396. Published Feb. 13, 1951. Class 12.

Cotton Bale Ties. Filed Feb. 23, 1949, Serial No. 574,397. Published Dec. 5, 1950. Class 13.

Tool, Drill, and Channeler Bit Steel; Steel Rails, Tie Plates, Splice Bars, and Plates. Filed Feb. 23, 1949, Serial No. 574,398. Published July 4, 1950. Class 14.

#### TRADE-MARK REGISTRATIONS RENEWED

266,678. FAIR MEADOW. Registered Sept. 1, 1931. The Fair, Chicago, Ill., a corporation of Illinois.  
Renewed Sept. 1, 1951. Linen Table Cloths, Napkins, Towels, Etc. Class 42.

#### TRADE-MARK REGISTRATIONS CANCELED AND SURRENDERED

366,729. NOVACELL. Registered Apr. 25, 1939. Gottesman and Company, Incorporated, New York, N. Y. Wood Pulp. Class 1. Canceled June 20, 1951. Sec. 7(d).

#### TRADE-MARK REGISTRATIONS AMENDED, DISCLAIMED, CORRECTED, ETC.

211,665. "YELLOWSTONE" AND DRAWING. Registered Apr. 13, 1926. Paxton & Gallagher Co., Omaha, Nebr. Canned Peas, Canned Peaches, Spices, Stuffed Olives, Cider Vinegar, Etc. Class 46.  
Amended as follows: In the statement, line 12, "rice," is deleted.

#### TRADE-MARK REGISTRATIONS—NEW CERTIFICATES

406,156. "ROYAL CANADIAN" AND DESIGN. Registered Mar. 14, 1944. Lane Tobacco Ltd. Cigarettes, Cigars, Snuff Tobacco, Etc. Class 17. New certificate under section 7(c) issued June 19, 1951, to Christian Pepper Tobacco Company, St. Louis, Mo., a corporation of Delaware.

#### TRADE-MARK REGISTRATIONS REPUBLISHED

Reg. No. 79,422. Registered Sept. 6, 1910. Closset & Devers, Portland, Oreg., a corporation of Oregon.  
Republished by registrant.

For Flavoring Extracts, and Bird Seed, and Spices.

Claims use since Sept. 1, 1899.

Reg. No. 37,449. Registered Dec. 10, 1901. Charles Ulrich & Co., Buffalo, N. Y. Republished by Central O-B Products Co. Inc., Buffalo, N. Y., a corporation of New York.

For Metal Polish.

Claims use since Jan. 3, 1898.

Reg. No. 242,536. Registered May 29, 1928. Canoga Citrus Association, Owensmouth, Calif., a corporation of California. Republished by registrant, present address Canoga Park, Calif.

#### EXAMPLES OF HEADINGS

*Territory of* should be inserted before *Hawaii* and *Alaska* if omitted from jacket. In Canadian, Australian, New Zealand, Union of South Africa, Philippine Islands, and Mexican (except Mexico City) patents, supply name of Province or State.

The following examples are intended to serve as a general guide:



**STRAIGHT REISSUE**

Original No. 1,087,735, dated February 17, 1914, Serial No. 762,048, April 18, 1913. Application for reissue May 15, 1916, Serial No. 913,970

**REISSUED DESIGN**

Original No. 37,504, dated August 8, 1905, Serial No. 262,949; March 10, 1902, for 14 years. Application for reissue January 14, 1913, Serial No. 742,086. Term of patent 14 years

**CONTINUATION OF DESIGN APPLICATION**

Continuation of design application Serial No. 120,637, June 4, 1945. This application February 6, 1946, Serial No. 121,583

**REISSUE OF A DIVISION (OR CONTINUATION)**

Original No. 2,108,538, dated February 15, 1938, Serial No. 149,245, June 19, 1937, which is a division of Serial No. 757,644, December 15, 1934. Application for reissue May 23, 1938, Serial No. 209,594

**REISSUE, DIVIDED AND REISSUED**

Original No. 1,879,910, dated September 27, 1932, Serial No. 285,414, June 14, 1928. Reissue application September 25, 1934, Serial No. 745,480. Divided and this application for reissue March 26, 1935, Serial No. 13,182

**REISSUE OF A REISSUE**

Original No. 1,566,099, dated December 15, 1925, Serial No. 563,527, May 25, 1922. Reissue No. 16,669, dated July 5, 1927, Serial No. 111,175, May 24, 1926. This application for reissue November 11, 1931, Serial No. 574,390

**STRAIGHT DIVISION**

Original application July 24, 1922, Serial No. 577,035, now Patent No. 153,416, dated June 23, 1925. Divided and this application August 6, 1924, Serial No. 730,429. In Canada May 30, 1924

**DIVISION OF TWO APPLICATIONS**

Original applications May 10, 1907, Serial No. 372,980, and December 11, 1908, Serial No. 467,087. Divided and this application March 28, 1910, Serial No. 552,082

**ORIGINAL DIVIDED AND AGAIN DIVIDED**

Original application August 26, 1921, Serial No. 495,504, now Patent No. 1,592,387, dated July 13, 1926. Divided and application September 25, 1924, Serial No. 739,882, now Patent No. 1,696,103, dated December 25, 1928. Again divided and this application December 11, 1928, Serial No. 325,307

**DIVISION OF A DIVISION**

Application December 27, 1932, Serial No. 649,000, which is a division of application Serial No. 534,599, June 11, 1931, now Patent No. 2,003,636, dated June 4, 1935. Divided and this application August 2, 1933, Serial No. 683,364

**DIVISION OF A DIVISION (WITHOUT PATENT NUMBER)**

Application August 21, 1943, Serial No. 499,570, which is a division of application Serial No. 359,525, October 3, 1940. Divided and this application July 3, 1944, Serial No. 543,355

**DIVISION OF A CONTINUATION**

Application November 1, 1928, Serial No. 316,565, which is a continuation of application Serial No. 391,922, May 17, 1920. Divided and this application March 21, 1930, Serial No. 437,764

**DIVISION AND CONTINUATION**

Division of application Serial No. 378,122, February 10, 1941. Continuation of application Serial No. 416,002, October 22, 1941. This application March 3, 1944, Serial No. 524,940

**DIVISION AND ALSO A SUBSTITUTE (REFILE)**

Original application November 6, 1929, Serial No. 405,096, now Patent No. 1,926,182, dated September 12, 1933. Divided and this application March 13, 1933, Serial No. 660,565. Also substitute for application Serial No. 496,766, November 19, 1930

**DIVISION OF THREE APPLICATIONS**

Original application March 8, 1939, Serial No. 260,546. Divided and application March 2, 1949, Serial No. 435,953. Divided and application December 30, 1943, Serial No. 666,666. Again divided and this application October 2, 1949, Serial No. 5,000

**CONTINUATION**

Continuation of application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

**CONTINUATION OF A DIVISION**

**Continuation of application** Serial No. 615,472, June 4, 1932, which is a division of application Serial No. 519,432, March 2, 1931. This application March 27, 1935, Serial No. 13,367

**REFILE OR SUBSTITUTE (WORDS ARE USED INTERCHANGEABLY)**

**Refiled for abandoned application** Serial No. 85,277, February 1, 1926. This application August 13, 1929, Serial No. 385,631

**REFILE OF A DIVISION**

**Refiled for abandoned application** Serial No. 565,899, September 29, 1931, which is a division of application Serial No. 373,636, June 25, 1929. This application February 2, 1934, Serial No. 709,529

**NOTE.**—Foreign filing date goes at the end of heading in every case.

**SAMPLE APPLICATION LINES IN PATENTS AND TRADE-MARKS**

Application September 23, 1920, Serial No. 412,224

Application April 22, 1926, Serial No. 103,823. In Great Britain February 11, 1926

Application May 12, 1924, Serial No. 712,721. In the Netherlands May 23, 1923

Application November 11, 1926, Serial No. 147,785. In the Union of South Africa January 5, 1926

No Drawing. Application December 20, 1924, Serial No. 757,297

No Drawing. Application January 15, 1924, Serial No. 686,427. In Italy January 26, 1923

**Original application** July 24, 1922, Serial No. 577,035, now Patent No. 1,543,416, dated June 23, 1925. Divided and this application August 6, 1924, Serial No. 730,429. In Canada May 30, 1924

**Conversion to different register under rule 13.5**

**Original filed, act of 1946, Principal Register, August 2, 1949; amended to application, Supplemental Register, September 2, 1949, Serial No. 000,000**

**Original filed, act of 1946, Supplemental Register, August 2, 1949; amended to application, Principal Register, September 2, 1949, Serial No. 000,000**

**Conversion to 1946 act under rule 41.1**

**Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949, Serial No. 000,000**

**Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949, Serial No. 000,000**

**Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949, Serial No. 000,000**

**Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949, Serial No. 000,000**

**Conversion to 1946 act under rule 41.1 followed by conversion to different register under rule 41.1**

**Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949; amended to Supplemental Register, October 2, 1949, Serial No. 000,000**

**Original filed, act of 1920, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949; amended to Principal Register, October 2, 1949, Serial No. 000,000**

**Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Supplemental Register, September 2, 1949; amended to Principal Register, October 2, 1949, Serial No. 000,000**

**Original filed, act of 1905, August 2, 1949; amended to application under act of 1946, Principal Register, September 2, 1949; amended to Supplemental Register, October 2, 1949, Serial No. 000,000**

**SPECIAL PROVISION LINES IN HEADS OF PATENTS**

(Granted under the provisions of sec. 14, act of March 2, 1927; 357 O. G. 5)

(Granted under the act of March 3, 1883, as amended April 30, 1928; 370 O. G. 757)

[The latter line requires a text reference to Government ownership and/or use.]

**EXCEPTIONAL HEADINGS**

**In trade-marks where applicant has a number of places for doing business, use commas and semicolons**  
Kingan & Company, Limited, Indianapolis, Ind.; Richmond, Va.; Philadelphia, Pa.; and New York, N. Y.

**Application filed by inventor who dies before patent is issued**

Leslie G. S. Slocum, San Francisco, Calif.; Frances J. Knauss, administratrix of said Leslie G. S. Slocum, deceased, assignor to the Brewer Tichener Corporation

William J. Gaven, Wilkes-Barre, Pa., and Michael Fried, Mount Vernon, N. Y.; Mary E. Gaven, administratrix of said William J. Gaven, deceased

**Use or omission of word *by***

[Copy should be followed in the use or omission of the word *by* shown in the two samples following, the second form being used when executrix files application. Notice that the semicolon is supplanted by comma when *by* is inserted and that the words *deceased*, *late of* follow name of patentee

Edmund C. Morgan, New York, N. Y.; Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased

Edmund C. Morgan, New York, N. Y., by Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased, assignor to John Smith

**When executrix has made application**

Edward L. Watrous, deceased, late of El Paso, Tex., by Agnes B. Watrous, executrix, Evanston, Ill.  
[Supply *late of* when signed by executor, etc., cancel *late of* when signed by inventor]

**Notice that *and* is supplied when inventors are from different cities**

Ralph Edward Ogden, Cornwall, N. Y., and Charles C. Thompson, Plainfield, and Arthur R. Van Tassell, Bayonne, N. J., assignors, by mesne assignments, to J. Edward Ogden, Mountainville, N. Y.

**Other examples of correct application of the word *and* in headings**

Name, city, and name, city, State, and name, city, State  
Name, city, State, name, city, State, and name, city, State  
Name and name, city, State, and name, city, State  
Name, city, name, city, and name, city, State

Name and name, city, and name, city, State  
Name, city, and name and name, city, State  
Name, name, and name, city, State

**Address of a patentee in the Armed Forces of the United States is not usually given, but should be printed when written on file**

John V. Rowan, United States Army, Aurora Heights, Va.

**Form when assignment was made before the death of one patentee**

Henry Phillips, Ottumwa, Iowa, and William E. Hunt, deceased, late of Ottumwa, Iowa, by Josephine Hunt, administratrix, Ottumwa, Iowa; said Henry Phillips and William E. Hunt assignors to Ottumwa Box Carloader Company, Ottumwa, Iowa, a corporation of Iowa

**When assignment is made by executrices**

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft, Maine, by Annie Maria Boswell and May Margaret Boswell, executrices, Dover-Foxcroft, Maine, assignors to Draper Corporation, Hopedale, Mass., a corporation of Maine

**Note style, punctuation, and capitalization where assignment is made to the People of the United States and to the United States of America**

John Doe, Chicago, Ill., assignor to the People of the United States of America

John Doe, Chicago, Ill., assignor to the United States of America as represented by the Secretary of the Navy

**When township is given, county should also follow**

Charlie Jasjerson, Baldwin Township, Sherburne County, Minn.

**Showing position of copartnership in an assignment**

Harry Glaberman, Brooklyn, N. Y., assignor to National Form & Fixture Co., a copartnership composed of Harry Glaberman and Samuel Silverman, Brooklyn, N. Y.

**Doing business as or Trading as follows name of inventor**

Henry T. Roberts, doing business as H. T. Roberts Co., Chicago, Ill.

**Now by change of name follows residence**

Henry T. Roberts, Chicago, Ill., now by change of name H. T. Roberts Co.



Congressional  
Record

Senate  
and House  
Journals

Nominations,  
Reports,  
etc.

Foreign  
Languages

Index



## 22. CONGRESSIONAL RECORD

### RULES OF THE JOINT COMMITTEE ON PRINTING

Attention is called to the following extracts from the rules of the Joint Committee on Printing for the publication of the Record:

3. The Public Printer shall print the verbatim report of the proceedings and debates of the Senate and House of Representatives, as furnished by the Official Reporters of the Congressional Record, in 7½-point type; and all matter included in the remarks or speeches of Members of Congress, other than their own words, and all reports, documents, and other matter authorized to be inserted in the Record shall be printed in 6½-point type; also all rollcalls and lists of pairs shall be printed in 6-point type on 6½-point slug.

7. If copy or proofs have not been returned in time for publication in the proceedings, the Public Printer will insert the words "Mr. ——— addressed the Senate [or House or Committee]. His remarks will appear hereafter in the Appendix," and proceed with the printing of the Record.

9. When leave has been obtained to print (1) a speech not delivered in either House, (2) a newspaper or magazine article, or (3) any other matter not germane to the proceedings, the same shall be published in the Appendix, but this rule shall not apply to quotations which form part of a speech of a Member, or to an authorized extension of his own remarks. The Official Reporters of each House shall indicate on copy and prepare headings for all matter to be printed in the Appendix, and shall make suitable reference thereto at the proper place in the proceedings. Any Member may, upon request noted on the manuscript, have an authorized extension of his own remarks printed in the Appendix.

### GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent Record (bound Record) as is used in the daily Record. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

Daily and permanent Record texts are set in 7½-point type on 8½-point slug; extracts are set in 6½-point type on 7½-point slug.

Headings set in 7½-point caps will be set on 7½-point slug; if line overruns, lead is to be inserted.

An F dash will be used preceding 7½-point cap lines in proceedings in Senate and House, with 2 leads above and below.

All 6½-point small-cap lines to be set on 7½-point slug.

All 6½-point extracts require 1 lead above and 2 leads below.

All extracts are set in 6½-point type unless otherwise ordered by the Joint Committee on Printing.

An address of the President delivered outside of Congress or referred to as an extract is set in 6½-point type.

Except as noted below, all communications from the President must be set in 7½-point type, but if such communications contain extracts, etc., the extracts are set in 6½-point type.

A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be given to operators when necessary, as the general style will depend upon the character of the matter.

In general, operators should avoid wide spacing.

In correcting proof, operators must exercise great care to have such lines free from error.

Extreme caution must be used in making corrections in copy, and no important change will be made without authority.

Observe the lists of names of Senators and Representatives, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Indented matter in leaderwork will be 1 em only.

Queries must not be made unless it is known that the author is to see a proof.



## CAPITALIZATION

(See also Guide to Capitalization, p. 27)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations.

The name of a Senator or a Representative preceding his direct remarks is set in caps and is followed by a period and an em quad.

The name of a Senator or a Representative used in connection with a bill or other paper is lowercased, as the Glass bill, the Smith amendment, etc.; but SMITH's amendment, etc.

The names of Members and Members-elect of both branches of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them.

Deceased Members' names will be set in caps and small caps only on day when eulogized, in speeches carrying date when Member was eulogized, or on memorial day in Senate and House.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in lowercase in votes, in lists set in columns, in the list of standing and select committees, in groups (three or more) of names of Members and non-Members, in contested-election cases, and in lists of pairs. (See under Pairs, p. 256.)

Observe that the names of all persons not certified Members of Congress are to be set in lowercase; that is, names of secretaries, clerks, messengers, and others.

Follow capitalization of proposed boards, commissions, services, etc.

Follow copy in land descriptions in bills.

Capitalize principal words and quote after each of the following terms: *Entitled*, *title*, *heading*, *headline*, *subheading*, *legend*, or *caption*. Capitalize but do not quote after the following terms: *Article*, *address*, or *subject*.

## CONTRACTIONS

If a Senator's or a Representative's remarks contain contractions such as *don't*, *can't*, *won't*, *didn't*, *couldn't*, and *wouldn't*, spell in full, but avoid forms that are outmoded or awkward. Instead of *do not they*, *cannot they*, *will not they*, etc., use *do they not*, *can they not*, *will they not*. Do not change well-founded historical utterances or expressions made popular by continued use on television, radio, or in the press. Use quotation marks and say, "Don't shoot until you see the whites of their eyes," "Let's look at the record." Follow contracted forms in extracts and in 7½-point quoted matter. The abbreviation *etc.* must be made to read *and so forth*, except in extracts.

## FIGURES

(See also Numerals, p. 155)

If an expression contains two or more enumerations, some definite and others indefinite (or not accompanied by subject), spell the indefinite and put the definite in figures, as *four or five thousand spent out of \$6,000 appropriated; \$300 saved and a thousand dollars spent; a hundred dollars is more to me than \$500 to you or one thousand to him.*

If copy reads *six millions of dollars*, it must be changed to read *\$6 million*. If copy reads *3.8 million dollars*, change to *\$3.8 million*; if copy reads *3½ million dollars*, change to read *\$3½ million*. (To be used only in amounts of a million or more.)

Isolated numbers of less than 10 are spelled out; numerical expressions in a group of two or more related numbers, even if each is less than 10, are to appear in figures: *Six horses; 10 horses; 6 horses and 9 sheep; there were 20 males and 8 females, 28 in all; 25 bulletins, containing 352 pages; the population of Chicago is more than 2,000,000; a hamlet of 18 persons.* If complicated, and if enumeration is 99 or less, spell, as *twenty-five 6-inch guns, two ¾-inch boards, ten 5-cent pieces, but 125 6-inch pipes.*

If sums of money are used as adjectives, express in figures, as *a 5-cent piece, a \$10 note, a \$7,000 house, a \$1 million expenditure, a \$1,200 clerk* (even if copy reads *a twelve-hundred-dollar clerk*).

If an expression of weight or measure is used as an adjective, use figures, as *a 1-foot rule, a 2-bushel basket, a 5-acre lot, a 4-ton stone, a 3-pint pail, a 1-grain pill, a ½-inch pipe.*

Follow copy in such expressions as *twelve hundred gallons were used, fourteen hundred dollars was expended, or 1,200 gallons were used, \$1,400 was expended, a thousand dollars, a hundred pounds, two thousand million dollars.*

For ordinal numbers, follow rule 11.10, page 157.

### ITALIC

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and "Fol. ital." written on each folio. Do not construe this to apply to "Ordered," "Resolved," "Be it enacted, etc.," titles following signatures or addresses, or the part of datelines which should be set in italic.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 7½-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 7½-point italic.

When general or passing mention is made of a case, the title is set in roman, as *Smith Bros. case*. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros. case* (172 App. Div. 149).

Titles of cases are always set in italic if followed by references; but, except as in casual use noted above, titles in 6½-point matter are italicized whether or not references follow, as *United States v. Jones Lumber Co.*

In 7½-point matter, when only the title of a case is given, set in roman and use *against* instead of the abbreviation of *versus*, as *United States against 12 Diamond Rings*.

When *versus* is used in other than legal phrases and for the purpose of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

### MISCELLANEOUS

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter (or one in reduced type) shall be quoted.

Do not put quotation marks on centerheads in 6½-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for date. Connect date and extract by an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See p. 257 under Credits.)

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but must not be supplied when not in copy. Note the following:

*Whereas* it has been deemed advisable to, etc.: *Therefore be it Resolved*, That the committee, etc.

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

*United States v. 12 Diamond Rings* (124 U. S. 329; R. S. p. 310, sec. 1748).

In Fifty-fifth United States Statutes at Large, page 742 (55 Stat. 742).

Note this form: In One Hundred and Twenty-fourth United States Reports, page 329; also (124 U. S. 329).

Indent star lines 2 ems on each side. Use five stars.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General U. S. Grant Post, No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* should be set in 6½-point caps and small caps.

In extracts containing votes the names must be run in, as *Ellison of Maryland, Jackson, and Ramspeck, etc.*

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, use *No.* before the figure even though *number* appears in copy. However, if intervening words separate the number and the term it



identifies, use *numbered*. For example, Senate amendments Nos. 187 and 188, amendments of the Senate numbered 187 and 188; bill sections Nos. 10 and 11, sections of the bill numbered 10 and 11.

In text references to Senate and House reports and in executive and miscellaneous documents, the *No.* must always be supplied if not in copy; thus, House Report No. 75, Executive Document No. 20, Miscellaneous Document No. 37.

### USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in caps and small caps when in parentheses or brackets.]

On motion by (or of) Mr. BUTLER of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. FULBRIGHT in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. FULTON's amendment was adopted.

Mr. BROWN of Georgia took the floor and yielded to Mr. GRANT.

During the rollcall,

Mr. DONDERO said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL MEMBERS. I object.

Mr. HILL, Mr. TAFT (and others). Let it be read.

Mr. JUDD (and others). Yes.

Mr. HOPE (and other Members). No.

Mr. JOHNSON of Colorado objected.

Mr. CANNON of Missouri addressed the Chair.

Mr. PATMAN rose.

Mr. ROBINSON of Utah subsequently said: Should we not, etc.

The ACTING SECRETARY. In line 11, after the word "*Provided*", it is proposed, etc.

Mr. EATON was recognized, and yielded his time to Mr. LANE.

Mr. KNOWLAND, a Senator from the State of California, appeared in his seat today.

Mr. HUGH D. SCOTT, JR., and Mr. HARDIE SCOTT rose to a point of order.

[When two Members from same State have same surname, full name is used.]

The SPEAKER proceeded to put the question on the motion of Mr. YATES.

The CHAIRMAN appointed Mr. HALE and Mr. TAYLOR as tellers.

Mr. COMBS. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. GAMBLE, and he answered "present."

The clerk (Senate) read Mr. KEM's amendment.

Mr. REED entered the Chamber.

The Secretary proceeded to call the roll, and Mr. AIKEN answered "aye."

Mr. McKELLAR entered the Chamber and answered to his name.

Mr. LEHMAN and Mr. MORSE entered the Chamber and answered to their names.

After some delay, Mr. BYRD entered the Chamber and answered to his name.

[Note that in 7½-point text an em quad is used after the name of the person speaking, while in 6½-point extracts an en quad only is used, as in the following:]

Mr. STIGLER. I think this bill is so well understood that no time will be required for its discussion.

Mrs. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

### PUNCTUATION

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.



The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Agriculture and Forestry with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and to be printed.

During the delivery of Mr. SMITH's speech,

As in executive session,

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. KERR, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. WIER. Regular order! [or division!]

Mr. WALTER. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers and sailors of the Civil War.

My friend the Senator from Massachusetts said it was a mistake.

Mr. GEORGE addressed the Senate. After having spoken for 35 minutes,

Mr. GILLETTE. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. PATMAN. Mr. Speaker, that has been agreed to.

[Note use of interrogation mark in the following:]

Mr. LODGE. Mr. President, what does this mean?—

We have never received a dollar of this amount.

## PARENTHESES AND BRACKETS

Mr. DONDERO. Mr. Speaker, I now yield 5 minutes to the gentleman from Pennsylvania [Mr. HUGH D. SCOTT, JR.].

(Mr. ELSTON of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. CANNON of Missouri. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. BETTS. I am in hopes we shall be able to secure a vote on the bill tonight. ["Vote!" "Vote!"]

Mr. JONES (at 6 o'clock and 35 minutes p. m.). I move that the House adjourn. ["No!" "No!"]

Mr. BYRNES (to Mr. FORAND). Are these vessels of iron?

Mr. HULL. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote!" "Vote!"]

Mr. KARSTEN (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN (after a pause). If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. WATTS. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman— [Cries of "Regular order!"]

Mr. McCORMACK was recognized and said: I will yield 3 additional minutes to the gentleman from Wisconsin.

Lay on, Macduff;

And damn't be him that first cries,  
"Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The House accordingly resolved itself into the Committee of the Whole on the Private Calendar (Mr. KERR in the chair) and proceeded to the consideration of pension business on the Private Calendar.

The CHAIRMAN (rapping with his gavel). Debate is exhausted.

Mr. SPARKMAN (reading):

When in the course of human events,  
etc.

[In Senate copy a Senator is referred to as "the senior (or junior) Senator from — [Mr. ———]. Do not supply name and brackets if name does not appear in copy.

[Whenever in House copy Members are referred to as "Mr. MOTT, of Oregon," etc., copy shall be changed to read "the gentleman from Oregon [Mr. MOTT]."

[Note that brackets are used only when Mr. appears in copy.

[See also use of Mr. in explanation of votes under Pairs, p. 256.

[When Members are referred to as "Representative PACE," "WRIGHT PATMAN," "Congressman RANKIN," etc., change copy to read "the gentleman from Georgia, Representative PACE," "the gentleman from Texas, WRIGHT PATMAN," "the gentleman from Mississippi, Congressman RANKIN." The gentleman from, with the name of State, must be supplied when not in copy.]

[Mr. REED of New York addressed the House. His remarks will appear hereafter in the Appendix.]

[Mr. RODINO'S speech will be published entire after it shall have been completed.]

[Or the following, which this Office is authorized to insert, observing that 2 leads are used on each side of "withhold" lines:]

[Mr. NIXON addressed the Senate. His remarks will appear hereafter.]

[Mr. HALLECK addressed the Committee [or House]. His remarks will appear hereafter.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress must be enclosed in brackets, except in listing of tellers or when some other title than Mr. is used, as in the following examples:]

Mr. SMITH of Virginia. The gentleman from Washington [Mr. HOLMES] stated that he would support the measure.

Mr. COOPER. The gentleman from Minnesota, Dr. JUDD, stated that he would support the measure.

## VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word and is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The question was taken; and on a division (demanded by Mr. POLK) there were—ayes 69, noes 66.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. SMITH of Virginia was not agreed to.

So (two-thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The Committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. BUSH to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.



So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

Tellers were ordered, and Mr. KELLEY and Mr. MASON were appointed.

The SPEAKER. The Chair appoints as tellers the gentleman from Oklahoma, Mr. DURHAM, and the gentleman from Virginia, Mr. SMITH.

[Do not use brackets on names in above paragraph.]

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one-fifth voting in the affirmative.

On the question of ordering tellers there were ayes 20, not one-fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one-fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one-fifth of a quorum.

The previous question was ordered, and, under the operation thereof, the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and, under the operation thereof, the amendment was agreed to.

The question being taken on the motion of Mr. TAYLOR, it was agreed to; there being—ayes 141, noes 14.

## VOTING BY YEAS AND NAYS

### Senate

The rollcall was concluded; and the result was announced—yeas 27, nays 31, as follows:

The result was announced—yeas 63, nays 0, as follows:

The yeas and nays were ordered; and being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. HILL called for the yeas and nays, and they were ordered; and being taken, resulted—yeas 27, nays 23, as follows:

#### YEAS—27

Bennett	Hayden	Ives
Butler, Md.	Hill	Robertson

#### NAYS—23

Brewster	Hoey	Russell
Bridges	Johnson, Colo.	Saltonstall

#### ANSWERED "PRESENT"—1

Butler, Nebr.

### NOT VOTING—46

Case	Kilgore	Morse
Chavez	Langer	Smith, Maine

### House

The yeas and nays were ordered.

The question was taken; and there were—yeas 76, nays 204, answered "present" 3, not voting 152, as follows:

The question being taken, there were—yeas 197, nays 70, answered "present" 3, not voting 165, as follows:

The question was decided in the affirmative—yeas 193, nays 57, answered "present" 4, not voting 179, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 212, nays 82, answered "present" 5, not voting 134, as follows:

The question was taken; and there were—yeas 124, nays 111, answered



"present" 2, reported by tellers 1, not voting 195, as follows:

[Roll No. 116]

YEAS—124

Abernethy	Gathings	Meas
Allen, La.	Gavagan	Madden

NAYS—111

Andersen,	Gavin	Mahon
H. Carl	Gearhart	Manasco

ANSWERED "PRESENT"—2  
Stefan                      Stewart

REPORTED BY TELLERS—1  
Whittington

NOT VOTING—195

Stearns, N. H. Tibbott                      White

[If the Speaker votes, his name is not used, but at the end of the "yeas" or "nays," according to his vote, insert: "The Speaker."]

## PAIRS

[Pairs must be set in 6½-point solid. The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Gifford for, with Mr. Ramspeck against.

Mr. Wadsworth for, with Mr. Patman against.

Mr. Short, who would vote "aye," with Mr. Tarver, who would vote "no."

For this day:

Mr. Hope with Mr. Bulwinkle.

Until further notice:

Mr. Stewart with Mr. Taber.

Mrs. BOLTON changed her vote from "nay" to "yea."

Messrs. MANSFIELD and PAT-

TERSON changed their vote from "yea" to "nay."

The result of the vote was announced as above recorded.

The doors were opened.

Mr. BOYKIN. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. SCOTT, I withdraw my vote.

Mr. SULLIVAN. Mr. Speaker, I have a pair with the gentleman from Missouri, Mr. CARNAHAN, who, if present, would have voted "yea." I voted "nay." I withdraw my vote and vote "present."

[In House pairs do not use brackets when Members are referred to by name. In Senate pairs observe following use of brackets:]

Mr. BYRD (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. LODGE]. If he were here, I should vote "yea."

## CALL OF THE HOUSE

Mr. DELANEY. I move that there be a call of the House.

The motion was agreed to.

The Clerk called the roll, and the following Members failed to answer to their names:

[Roll No. 106]

Angell	Graham	Mason
Arends	Granger	May
Arnold	Grant, Ala.	Merritt

The SPEAKER. The doors will now be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. CANNON: No excuse offered.

Mr. STAGGERS.

Mr. MARSHALL. I have been requested to announce that Mr. STAGGERS was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. BENTSEN: No excuse offered.

The SPEAKER pro tempore. Three hundred and thirty-five Members have answered to their names, a quorum.

Mr. PATMAN. Mr. Speaker, I move that further proceedings under the call be dispensed with.

The motion was agreed to.

## FORMS OF TITLES

[Always in roman lowercase, flush and hang if more than two lines.]

Joint resolution authorizing the Secretary of the Treasury to issue 2-percent bonds or certificates in exchange for bonds bearing a higher rate of interest

*Resolved, etc., That the Secretary of the Treasury be, and he is hereby, etc.*

H. R. 4487

A bill to authorize the Rock Island & Southwestern Railway Co. to construct

a bridge over the Mississippi River at New Boston, State of Illinois

*Be it enacted, etc.*, That it shall be lawful for the Rock Island & Southwestern Railway Co., a corporation organized under the general incorporations, etc.

[Always abbreviate resolving and enacting clauses of congressional measures as given above, except the following and concurrent resolutions:]

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

*Resolved by the Senate and House of Representatives of the United States of*

*America in Congress assembled (two-thirds of each House concurring therein), That the following amendment to the Constitution of the United States be proposed to, etc.*

#### MEMORIAL OF THE SETTLERS OF SOUTHERN COLORADO

*To the Senate and House of Representatives of the United States in Congress Assembled:*

The undersigned executive committee of the settlers of southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

### ADDRESSES AND SIGNATURES

The honorable the SECRETARY OF THE NAVY.

DEAR MR. SECRETARY: This is in response to your letter of February 8, 1949, signed by you and Secretary Stimson, proposing, etc.

Very sincerely yours,

HARRY S. TRUMAN.

[Two to eight independent signatures, with or without titles, are alined on the left and the longest name is indented 1 em on the right. If title follows on other than a signature line, indentation is increased in accordance with rule 17.20, p. 192.]

*To the Honorable Senate and House of Representatives of the United States of America Now Assembled at Washington, D. C.:*

The undersigned, officers of the Navy of the United States, respectfully show unto

your honorable bodies that they are advised that certain persons are, etc.

JAMES G. GREEN.

W. H. H. SOUTHERLAND.

F. F. FLETCHER.

C. C. WILSON.

[More than 8 signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Goschen, Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co., by George Miller; Geo. F. Selby, President, Acme Ice Co.

### CREDITS

The collector of the general committee has an alphabetical book which contains the names of persons and the amount each individual is required to pay. (Harlan committee, H. Rept. No. 313, 70th Cong., 3d sess., pp. 250, 251.)

[From the Rochester (N. Y.) Democrat and Chronicle]

#### MR. BYRD'S STATEMENT

No fair-minded person can read the very clear and explicit statement made by Mr. Byrd to a representative of this journal without being convinced, etc.

### EXTRACTS

[Extracts must be set in 6½-point unless ordered otherwise by the Joint Committee on Printing and the operator will be expected to set them so, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to a casual quotation of a few words or that would not make more than one line of 6½-point.]

Mr. TABER. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—  
and all expenditures by the United States

of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[An address of the President delivered outside of Congress or referred to as an extract will be set in 6½-point.]

## FORMS OF SPEECH HEADS

**The Oil Monopoly Plays No Favorites in** <Case 211 caps & lowercase  
     [1 lead]  
**the European War**  
     [no lead]

    [1 lead]  
**EXTENSION OF REMARKS** <7½-pt. caps  
     [1 lead]  
     OF  
     [2 leads] <6½-pt. small caps

**HON. H. ALEXANDER SMITH**

    [1 lead] <Case 212 caps  
     OF NEW JERSEY <6½-pt. small caps  
     [2 leads]  
**IN THE SENATE OF THE UNITED STATES** <6½-pt. caps  
     [2 leads]  
*Monday, September 17, 1950* <7½-pt. italic lowercase  
     [2 leads]

Mr. SMITH of New Jersey. Mr. President, I ask unanimous consent to have printed in the Appendix of the Record an article from the St. Louis Post-Dispatch.

**Farm-Labor Program, 1950**

**SPEECH**

OF

**HON. LEROY JOHNSON, JR.**

OF CALIFORNIA

**IN THE HOUSE OF REPRESENTATIVES**

*Saturday, March 17, 1950*

The House in Committee of the Whole House on the State of the Union had under consideration House Joint Resolution 96 making an appropriation to assist in providing a supply and distribution of farm labor for the calendar year 1943.

Mr. JOHNSON. Mr. Chairman, I think in approaching this matter we should consider what is the fundamental purpose of passing this legislation.

[Always *Mr. Speaker* on "leave to print" and on speeches delivered before the House; but on speeches delivered when the House is in Committee of the Whole, etc., *Mr. Chairman* is the correct form.]

[In "extension of remarks" speeches the following words may be used under the italic dateline when they are supplied by the author; set flush and hang:]

On House Resolution No. 214 and impeachment charges preferred < 6½-pt.  
     against Hon. Samuel Alschuler, judge of the United States  
     Circuit Court of Appeals for the Seventh Circuit, by Hon.  
     THOMAS S. GORDON, of Illinois



## Scheme of text headings

	7 $\frac{1}{2}$ -point
Single head.....	7 $\frac{1}{2}$ -point caps.
With 1 class of subhead.....	7 $\frac{1}{2}$ -point caps. 6 $\frac{1}{2}$ -point small caps.
With 2 classes of subheads.....	7 $\frac{1}{2}$ -point caps. 6 $\frac{1}{2}$ -point caps and small caps. 6 $\frac{1}{2}$ -point small caps.
With 3 classes of subheads.....	7 $\frac{1}{2}$ -point caps. 6 $\frac{1}{2}$ -point caps and small caps. 6 $\frac{1}{2}$ -point small caps. 6 $\frac{1}{2}$ -point italic lowercase.
With 4 classes of subheads.....	7 $\frac{1}{2}$ -point caps. 6 $\frac{1}{2}$ -point caps and small caps. 6 $\frac{1}{2}$ -point small caps. 6 $\frac{1}{2}$ -point italic lowercase. 6 $\frac{1}{2}$ -point roman caps and lowercase.

	6 $\frac{1}{2}$ -point
Single head.....	6 $\frac{1}{2}$ -point caps and small caps.
With 1 class of subhead.....	6 $\frac{1}{2}$ -point caps and small caps. 6 $\frac{1}{2}$ -point small caps.
With 2 classes of subheads.....	6 $\frac{1}{2}$ -point caps and small caps. 6 $\frac{1}{2}$ -point small caps. 6 $\frac{1}{2}$ -point italic lowercase.
With 3 classes of subheads.....	6 $\frac{1}{2}$ -point caps and small caps. 6 $\frac{1}{2}$ -point small caps. 6 $\frac{1}{2}$ -point italic lowercase. 6 $\frac{1}{2}$ -point roman caps and lowercase.

## CONGRESSIONAL PROCEEDINGS

## SENATE

MONDAY, MARCH 17, 1952

*(Legislative day of Tuesday, March 11, 1952)*

The Senate met at 12 o'clock meridian, on the expiration of the recess.

[Above line to be used only when Senate is in recess.]

The Chaplain, Rev. Frederick Brown Harris, D. D., offered the following prayer:

## DESIGNATION OF ACTING PRESIDENT PRO TEMPORE

The Secretary, Leslie L. Biffle, read the following letter:

UNITED STATES SENATE,

PRESIDENT PRO TEMPORE,

Washington, D. C., March 17, 1952.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. PAUL H. DOUGLAS, a Senator from the State of Illinois, to perform the duties of the Chair during my absence.

KENNETH MCKELLAR,

President pro tempore.

Mr. DOUGLAS thereupon took the chair as Acting President pro tempore.

## THE JOURNAL

On request of Mr. McFARLAND, and by unanimous consent, the reading of the Journal of the proceedings of Friday, March 14, 1952, was dispensed with.

## MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, its enrolling clerk, announced that the House had passed the bill (S. 17) to provide for a temporary adjustment of salaries of the Metropolitan Police, the United States Park Police, the White House Police, and the members of the Fire Department of the District of Columbia, with amendments, in which it requested the concurrence of the Senate.

The message also announced that the House had agreed to the amendment of the Senate to the amendment of the House to the bill (S. 677) to amend the National Housing Act, as amended.

The message further announced that the House had passed the following bills and joint resolutions, in which it requested the concurrence of the Senate:

H. R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914;

H. R. 1408. An act to amend section 301 (a) (1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities;

H. J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; and

H. J. Res. 100. Joint resolution extending the time within which certain acts under the Internal Revenue Code are required to be performed.

The message also announced that the House had agreed to a concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, in which it requested the concurrence of the Senate.

#### ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolution, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

H. J. Res. 83. Joint resolution to permit additional sales of wheat for feed.

#### HOUSE BILLS AND JOINT RESO- LUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by their titles and referred, or ordered to be placed on the calendar, as indicated:

H. R. 1408. An act to amend section 301 (a) (1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar.

H. R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914; and

H. J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; to the Committee on the District of Columbia.

H. Con. Res. 100. Concurrent resolution extending the time within which certain acts under the Internal Revenue Code are required to be performed; to the Committee on Finance.

#### HOUSE CONCURRENT RESOLU- TION PLACED ON THE TABLE

The concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, was ordered to be placed on the table.

#### PETITIONS AND MEMORIALS

Petitions, etc., were laid before the Senate, or presented, and referred as indicated:

By the ACTING PRESIDENT pro tempore:

A resolution of Hollywood Parlor, No. 196, Native Sons of the Golden West, of Los Angeles, Calif., protesting against the formation of a special unit of the United States Army; to the Committee on Armed Services.

By Mr. THYE:

A letter in the nature of a petition from the Altrusa Club, of Los Angeles, Calif., praying for the adoption of the so-called equal-rights amendment to the Constitution; to the Committee on the Judiciary.

A petition of sundry citizens of Little River, Kans., praying for the enactment of Senate bill 860, relating to the sale of alcoholic liquors to the members of the land and naval forces of the United States; to the Committee on Armed Services.

[Follow Office style in Senate petitions and memorials. When a name and a number or address of a society or institution are given,



use the comma before *No.* or *of*. Observe the following forms of capitalization and punctuation:]

The First Presbyterian Church of Box-town; the Luther Memorial Church, of Carrville; the Woman's Christian Temperance Union of Beansburg; the Moody Temperance Union, of Clayton; General U. S. Grant Post, No. 25, Grand Army of the Republic; local union No. 1133, of Bridgeton; Popcorn Grange, No. 47, of Craddock; A. K. Jones and seven others, of Akron; T. P. Loud and other citizens of Boston; Union No. 6, International Association of Machinists, of Brockton; the Times, of Cass; the Board of Trade of Trenton; the City Council of Princeton; the Braintree Shoe Co., of Braintree; the First National Bank of Bladensburg; the Brady National Bank, of Bladensburg; the Society of Christian Endeavor of Riverdale; and the Yarmouth Bridge Co., of Baltimore, all in the State, etc.; praying, etc.

### REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. LODGE, from the Committee on Armed Services:

S. 886. A bill relating to the selective-service deferment, on occupational grounds, of persons employed by the Federal Government; without amendment (Rept. No. 120).

By Mr. WILEY, from the Committee on the Judiciary:

S. 241. A bill for the relief of Rachel Acerra; with an amendment (Rept. No. 121); and

H. R. 1279. A bill for the relief of Lee Watts; without amendment (Rept. No. 122).

### ENROLLED BILLS PRESENTED

Mrs. SMITH of Maine, from the Committee on Rules and Administration, reported that that committee presented to the President of the United States the following enrolled bills:

On March 16, 1952:

S. 786. An act to amend title I of Public Law 2, 82d Congress, March 20, 1952, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

On March 17, 1952:

S. 303. An act to extend the jurisdiction of naval courts-martial in time of war or national emergency to certain persons outside the continental limits of the United States.

### EXECUTIVE REPORTS OF COMMITTEES

As in executive session,

The following favorable reports of nominations were submitted:

By Mr. HAYDEN, from the Committee on Post Office and Civil Service:

Sundry postmasters.

By Mr. MORSE, from the Committee on Armed Services:

A. Frederick Smith, from the State of Florida, to be senior economist, at \$4,600 per annum, in the Atlanta regional office of the National Security Training Commission; and

James J. Carney, Jr., from the State of Florida, to be program-control technician, at \$4,600 per annum, in the Atlanta regional office of the National Security Training Commission.

### BILLS AND JOINT RESOLUTION INTRODUCED

Bills and a joint resolution were introduced, read the first time and, by unanimous consent, the second time, and referred as follows:

By Mr. BYRD:

S. 887. A bill conferring jurisdiction upon the United States District Court for the Western District of Virginia to hear, determine, and render judgment upon the claims of John Weakley and Rella Moyer; to the Committee on the Judiciary.

By Mr. JOHNSON of Colorado:

S. 888 (by request). A bill to establish a domestic allotment plan for basic agricultural commodities, to regulate commerce in such commodities, and to provide for the orderly marketing of such commodities at fair prices in interstate and foreign commerce; to the Committee on Agriculture and Forestry.

By Mr. THYE:

S. J. Res. 45. Joint resolution relating to emergency crop, seed, and feed loans and to regional Commodity Credit Corporation loans; to the Committee on Agriculture and Forestry.

[Observe that the comma is omitted after a duplicate Senator's or Member's name when followed by *of* and the State. This applies also to enumerations of Senators or Members when a duplicate Senator's or Member's name appears in the enumeration, as Mr. JOHNSON of California, Mr. THOMAS of Oklahoma, and Mr. WILLIS of Indiana were appointed. Otherwise Mr. WAGNER, of New York; Mr. HAYDEN, of Arizona; and Mr. WILLIS, of Indiana. This is not intended to apply to other than Senators or Members, or when the Christian name or initials of a Member are given, as Mr. BLANK, of Wyoming; Mr. ELMER THOMAS, of Oklahoma.

[Observe that the *No.* is dropped from the title of bills in every case where *S.* or *H. R.* is used, and instead of *S. No. 1069* or *H. R. No. 4321* it is *S. 1069* and *H. R. 4321*.]



## WITHHELD AND CONCLUDED SPEECH

[Mr. DOUGLAS resumed and concluded the speech begun by him on Tuesday, which follows entire:]

*Tuesday, March 16, 1952*

Mr. DOUGLAS. Mr. President, what is the parliamentary situation?

The VICE PRESIDENT. The question is, Shall the bill pass?

During the delivery of Mr. WATKINS' address,

*Wednesday, March 17, 1952*

*(Continuation from Tuesday,  
March 16, 1952)*

Mr. DOUGLAS. Mr. President, I probably should be censured for having taken up several hours.

## ADDRESSES, EDITORIALS, ARTICLES, ETC., PRINTED IN THE APPENDIX

On request, and by unanimous consent, addresses, editorials, articles, etc., were ordered to be printed in the Appendix, as follows:

By Mr. DIRKSEN:

Statement prepared by him entitled "The Inflation Engine."

By Mr. WILLIAMS:

Statement prepared by him, together with a letter from John B. Dunlap, Commissioner of Internal Revenue, relative to the unpaid tax account of A. H. Myers, Kansas City, Mo.

By Mr. MARTIN:

An address delivered by him before the Ohio Federation of Republican Women's Organizations at Columbus, Ohio, on October 8, 1951.

By Mr. BUTLER of Maryland (for Mr. HENDRICKSON):

Statement released by Mr. HENDRICKSON today urging immediate consideration of the remainder of the Hoover Reorganization Commission recommendations when Congress reconvenes next January.

## MESSAGES FROM THE PRESIDENT—APPROVAL OF BILLS

Messages in writing from the President of the United States were communicated to the Senate by Mr. Miller, one of his secretaries, who also announced that the President had approved and signed the following acts:

On March 12, 1952:

S. 677. An act to amend the National Housing Act, as amended.

On March 16, 1952:

S. 171. An act for the relief of Arthur A. Schipke; and

S. 786. An act to amend title I of Public Law 2, 73d Congress, March 20, 1933, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

## BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

*To the Senate:*

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened to relieve special classes of taxpayers from the consequences of their failure to file claims within the period fixed by law.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

[When communications from the President contain extracts, etc., such extracts must be in 6½-point.]

## REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. LODGE. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Massachusetts.

# PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the cause of The Pawnee Tribe of Indians against The United States, which was referred to the Committee on Finance and ordered to be printed.

[Note the insertion of (S. Doc. No. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in copy.]

## Third reading and passage of a bill

### MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO.

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, Mo., was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

*Be it enacted, etc.,* That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

## ROY M. YOUNG

The bill (H. R. 4115) for the relief of Roy M. Young was considered, ordered to a third reading, read the third time, and passed.

## Amendment, third reading, and passage of a bill

### GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaakupaha" and insert "Keaaukaha."

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of

Congress and", so as to make the paragraph read:

(1) by further authorization of Congress and for a period of 5 years after the first meeting of the Hawaiian Homes Commission only those lands situate on the island of Molokai, etc.

The amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The title was amended so as to read: "A bill to amend an act entitled 'An act to provide a government for the Territory of Hawaii,' approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes."

## Forms of amendments

The joint resolution (S. J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. McFARLAND. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

*Resolved, etc.,* That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. BRIDGES. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "Senate Joint Resolution 4" and insert "Senate Resolution 85."

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. McFARLAND. Would it not be necessary to change the resolving



clause also? The resolving clause reads:

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled.*

Mr. BRIDGES. Yes, Mr. President; it should read simply "*Resolved.*" I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word "*Resolved.*"

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

Rice, cleaned, 2 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment. The amendment was agreed to.

The next amendment was, on page 151, to strike out:

Steamer *Phalarope*: Master, \$1,500; engineer, \$1,200; fireman, \$780; two seamen at \$810 each; cook, \$870; in all, \$5,970.

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following:]

The next amendment was, on page 34, in line 9, before the word "assistants", to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at \$1,000 each", to strike out "three" and insert "two"; and in line 18, to strike out "\$124,940" and insert "\$102,590", so as to read:

#### EMPLOYEES' COMPENSATION COMMISSION

Salaries: 3 Commissioners at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician, \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, 3 assistants at \$1,600 each; special agents—2 at \$1,800 each, 2 at \$1,600 each; clerks—5 of class 3, 9 of class 2, 20 of class 1, 2 at \$1,000 each; in all, \$102,590.

Mr. HOLLAND submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows:

"That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H. R. 4075) to limit the immigration of aliens into the United States.

Mr. BYRD. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "3" and inserting "1", so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 percent of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. THYE. I ask for the yeas and nays on the passage of the bill.

Mr. GEORGE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. LONG (when his name was called). I am paired with the senior Senator from New Hampshire [Mr. BRIDGES]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. SALTONSTALL. I desire to announce that the Senator from Nebraska [Mr. BUTLER], the senior Senator from New Hampshire [Mr. BRIDGES], and the Senator from Delaware [Mr. WILLIAMS] would vote for



the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

## YEAS—78

Aiken	Gillette	Long
Dirksen	Green	Nixon

## NAYS—1

Ives

## NOT VOTING—17

Bricker	Kilgore	Robertson
Byrd	Long	Taft

## EXECUTIVE SESSION

Mr. McFARLAND. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to; and the Senate proceeded to the consideration of executive business.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

## TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

*To the Senate of the United States:*

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

[A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.]

## RECESS

Mr. McFARLAND. I move that the Senate take a recess until tomorrow at 12 o'clock.

The motion was agreed to; and (at 4 o'clock and 56 minutes p. m.) the Senate took a recess until tomorrow,

Thursday, March 18, 1952, at 12 o'clock meridian.

(For nominations this day received, see the end of Senate proceedings.)

[After the recess or adjournment heading the following appears:]

## NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1952:

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations*, *Confirmations*, *Withdrawal*, and *Rejection*, the following scheme for subheads is to be followed:

[Heads indicating service, or branch or department of Government—6½-point caps and small caps.

[Subheads indicating subdivision or type of service—6½-point small caps.

[Subheads indicating new rank of appointee—6½-point italic.]

## DIPLOMATIC AND FOREIGN SERVICE

Merlin E. Smith, of Ohio, to be a Foreign Service officer, unclassified, a vice consul of career, and a secretary in the diplomatic service of the United States of America.

## THE JUDICIARY

Tom C. Clark, of Texas, to be Assistant Attorney General of the United States, vice Hon. Thurman Arnold, resigned.

Hugh B. Cox, of the District of Columbia, to be Assistant Attorney General of the United States; new position.

## TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

Lt. Gen. Henry Harley Arnold (major general, U. S. Army), Army of the United States.

APPOINTMENTS, BY TRANSFER, IN THE REGULAR ARMY OF THE UNITED STATES<sup>1</sup>TO ORDNANCE DEPARTMENT<sup>1</sup>

Lt. Col. George DeVere Barnes, Quartermaster Corps (temporary colonel), with rank from January 11, 1952.

## IN THE AIR FORCE

*To be brigadier generals<sup>1</sup>*

Maj. Gen. Harry George Armstrong, 209A (colonel, U. S. Air Force), Air Force of the United States, medical.

Brig. Gen. John Ferral McBlain, 203A (colonel, U. S. Air Force), Air Force of the United States.

## PROMOTIONS IN THE REGULAR ARMY OF THE UNITED STATES

*To be colonels with rank from March 1, 1952*

Lt. Col. Charles Harrison Corlett, Infantry (temporary major general).

Lt. Col. William Ord Ryan, Air Force (temporary brigadier general).

<sup>1</sup> See note under Nominations, above.

## MEDICAL CORPS

*To be colonels*

Lt. Col. Edgar Fremont Haines, Medical Corps (temporary colonel), with rank from April 6, 1952.

Lt. Col. John Randolph Hall, Medical Corps (temporary colonel), with rank from April 6, 1952.

## APPOINTMENTS AND PROMOTIONS IN THE NAVY

## TEMPORARY SERVICE

Capt. Ingram C. Sowell to be a rear admiral in the Navy, for temporary service, to rank from the 13th day of September 1951.

The following-named commanders to be captains in the Navy, to rank from the date stated opposite their names:

Felix B. Stump, June 30, 1951.

Joseph W. Fowler, June 30, 1951.

The following-named ensigns to be lieutenants (junior grade) in the Navy, to rank from the 1st day of June 1951:

Louis H. Roddis, Jr. Neil E. Harkleroad  
Charles H. Johnson, Jr. John N. Renfro

The following-named officers of the Naval Reserve to be ensigns in the Navy, to rank from the 1st day of December 1951:

Willard E. Eder

William W. Hunker

Carl C. Schmuck, Jr.

## IN THE MARINE CORPS

Col. David L. S. Brewster to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

Col. Clifton B. Cates to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

## POSTMASTERS

The following-named persons to be postmasters:

ALASKA<sup>2</sup>

Lew M. Williams, Wrangell, Alaska, in place of B. Y. Grant, resigned.

## CALIFORNIA

Ella S. Anderson, Auberry, Calif. Office became Presidential July 1, 1951.

## MISSOURI

Hubert B. Brown, Slater, Mo., in place of J. C. Hains. Incumbent's commission expired June 23, 1951.

## CONFIRMATIONS

Executive nominations confirmed by the Senate March 17 (legislative day of March 9), 1952:

## DIPLOMATIC AND FOREIGN SERVICE

Loy W. Henderson to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Iraq.

Donal M. McGonigal to be a consul of the United States of America.

## UNITED STATES ATTORNEY

J. Saxton Daniel to be United States attorney for the southern district of Georgia.

## IN THE ARMY

## TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

*To be brigadier generals*

William Edward Raab Covell  
Albert Jesse Browning

## APPOINTMENTS IN THE REGULAR ARMY

*To be chaplains, with rank of first lieutenant, to rank from date of appointment*

Charles Edwin Brown, Jr.  
John Porter Fellows III

*To be first lieutenant, Medical Corps, with rank from date of appointment*

Charles Herman Ransom

## UNITED STATES AIR FORCE

## PROMOTIONS IN THE UNITED STATES AIR FORCE, UNDER THE PROVISIONS OF SECTIONS 502 AND 509 OF THE OFFICER PERSONNEL ACT OF 1947

(Those officers whose names are preceded by the symbol (X) are subject to physical examination required by law.)

*To be lieutenant colonels, medical*

X Robinson, Robert Walker, 19134A.  
X Knauf, George Milton, 19135A.  
Booth, John Austin, 19139A.  
X Lackay, R. Howard, 19636A.

## IN THE NAVY

## TEMPORARY SERVICE

Aaron S. Merrill to be rear admiral, to rank from September 9, 1951.

## PROMOTIONS IN THE REGULAR SERVICE

*To be captains*

Cornelius W. Flynn Charles W. Styer  
Armit C. Thomas Thomas L. Sprague  
Edmund E. Brady, Jr. Einar R. Johnson

*To be passed assistant dental surgeon*

Estes W. Murphy

## IN THE MARINE CORPS

## TEMPORARY SERVICE

*To be brigadier general, Marine Corps Reserve*

Littleton W. T. Waller, Jr.

*To be lieutenant colonel*

George A. Williams

*To be second lieutenants*

John D. Hayes Dudley R. Carr  
John J. Kalen William E. Lunn

<sup>2</sup> See footnote 1, p. 265.



## POSTMASTERS

## ALABAMA

Joseph G. Hardin, Hillsboro.

## CALIFORNIA

Janet R. Carroll, Pebble Beach.  
Albert C. Rist, Bradley.

## WITHDRAWAL

Executive nomination withdrawn from the Senate March 17 (legislative day of March 9), 1951:

## DIPLOMATIC SERVICE

Edward J. Flynn to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Australia.

## REJECTION

Executive nomination rejected by the Senate March 17 (legislative day of March 9), 1951:

## POSTMASTER

Antoinette T. McKechnie to be postmaster at Gearhart, Oreg.

## HOUSE OF REPRESENTATIVES

MONDAY, MARCH 17, 1952

The House met at 12 o'clock noon.

The Chaplain, Rev. Bernard Braskamp, D. D., offered the following prayer:

## THE JOURNAL

The Journal of the proceedings of Friday, March 14, 1952, was read and approved.

[When the Journal covers the proceedings of the day before, the word *yesterday* may appear instead of the definite date.]

## SWEARING IN OF MEMBERS

Mr. COLMER and Mr. BENNETT of Florida appeared before the bar of the House and took the oath of office.

## MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed without amendment bills of the House of the following titles:

H. R. 3331. An act for the relief of Harry L. Smith; and

H. R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

The message also announced that the Senate had passed bills of the following titles, in which the concurrence of the House is requested:

S. 1290. An act for the relief of William Carroll Knox; and

S. 1447. An act to remit claims of the United States on account of overpay-

ments to part-time charwomen in the Bureau of Engraving and Printing, and for other purposes.

The message also announced that the Senate has passed, with amendments in which the concurrence of the House is requested, bills of the House of the following titles:

H. R. 2190. An act for the relief of Marguerite R. McElroy; and

H. R. 3363. An act extending the time within which applications under section 722 of the Internal Revenue Code must be made.

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed with an amendment the bill (H. R. 3707) making appropriations for certain expenses incident to the 1st session of the 82d Congress, in which the concurrence of the House of Representatives is requested.

The message also announced that the Senate had passed a joint resolution (S. J. Res. 20) making available the sum of \$150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution (S. Res. 209):

*Resolved*, That the Senate has heard with profound sorrow the announcement of the death of HON. HENRY B. STEAGALL, late a Representative from the State of Alabama, etc.



## MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Miller, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On March 4, 1952:

H. R. 2886. An act to provide for the removal of oysters from the waters of York River and Queen Creek, Va., affected by sewage disposal emanating from the construction battalion training camp, at Camp Peary, Va., and for other purposes; and

H. R. 3338. An act relating to Government and other exemptions from the tax with respect to the transportation of property.

On March 7, 1952:

H. R. 2859. An act to amend the Naval Reserve Act of 1938, as amended.

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

## MRS. VIRGINIA THRIFT

Mr. COUDERT. Mr. Speaker, by direction of the Committee on House Administration, I submit a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

*Resolved*, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to 6 months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed \$250 to defray funeral expenses of the said Chester R. Thrift.

The resolution was agreed to, and a motion to reconsider was laid on the table.

## BILLS PRESENTED TO THE PRESIDENT

Mr. KLEIN, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H. R. 3331. An act for the relief of Harry L. Smith; and

H. R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

## ENROLLED BILL SIGNED

Mr. KLEIN, from the Committee on Rules, reported that that committee had examined and found truly enrolled a bill of the House of the following title, which was thereupon signed by the Speaker:

H. R. 2859. An act to amend the Naval Reserve Act of 1938, as amended.

## THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

## JOHN SIMS

The Clerk called the first bill on the Private Calendar, H. R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

*Be it enacted, etc.*, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Ala., the sum of \$5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. SIKES: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated."

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. SIKES, a motion to reconsider the vote by which the bill was passed was laid on [not upon] the table.

## PAUL BARRERE

The Clerk called the next bill, H. R. 1984, for the relief of Paul Barrere.

## SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary.

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

## Committee of the Whole House on the State of the Union

### EMERGENCY TARIFF

Mr. JAVITS. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (H. R. 2435) imposing temporary duties upon certain agricultural products, and so forth.

The SPEAKER. Is there objection? [After a pause.] The Chair hears none. The question is on the motion of the gentleman from New York that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H. R. 2435, the emergency tariff bill.

The motion was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H. R. 2435, with Mr. McCORMACK in the chair.

The CHAIRMAN. The clerk will report the bill.

The Clerk read the bill, as follows:

*Be it enacted, etc.—*

#### TITLE I

##### EMERGENCY TARIFF

That on and after the day following the passage of this act, for the period of 6 months, there shall be levied, collected, and paid upon the following articles,

when imported from any foreign country into the United States or into any of its possessions (except the Virgin Islands and the islands of Guam and Tutuila), the rates of duty which are prescribed by this section, namely:

Mr. MERROW. Mr. Chairman, I offer an amendment, which I send to the Clerk's desk.

The CHAIRMAN. The gentleman from New Hampshire offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment offered by Mr. MERROW: Page 2, line 1, after the word "bushel", insert "Provided, That wheat in transit upon the Great Lakes shall not be subject to the duty hereby imposed."

[Mr. KILDAY addressed the Committee. His remarks will appear hereafter in the Appendix.]

Mr. JAVITS. Mr. Chairman, I move that the Committee do now rise.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. McCORMACK, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill H. R. 2435, had come to no resolution thereon.

## Conference report and statement

Conference reports and statements to be set in 6½-point.

Use 6-point slug before and after conference report and statement.

In the Senate place the names of Senators first. In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and when the amendment is to make an independent paragraph, the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered*, when in copy, to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

Note particularly that in Senate copy of conference reports the form *Amendment numbered 1, etc.*, is generally stricken from the beginning of the paragraph by the clerks.

(See pp. 313-315 for styles of conference report set as House report and as Senate document.)

### CONFERENCE REPORT (H. REPT. NO. 12)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7160) to provide for research into basic laws and principles relating to agriculture, and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, having met, after full and free conference, have agreed to recommend

and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendments of the Senate numbered 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In the House bill insert



"Puerto Rico and the" after the word "to", in line 16, on page 2; insert "Puerto Rico and" after the word "to" in lines 7 and 23 on page 4; before the word "all" in line 11 on page 4, and after the word "to" in line 5 on page 5; and insert "Puerto Rico or" after the word "of" in line 10 on page 4, after the word "which" in line 14 on page 4, after the word "If" in line 18 on page 4, and after the word "to" in lines 2 and 3 on page 5; and the Senate agree to the same.

H. P. FULMER,  
CLARENCE CANNON,  
CLIFFORD R. HOPE,

*Managers on the Part of the House.*

CLYDE R. HOEY,  
By L. M.  
GEORGE D. AIKEN,  
STYLES BRIDGES,

*Managers on the Part of the Senate.*

[Six-point slug here. Extracts in statement to be quoted.]

#### STATEMENT

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7160) to provide for research into basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

On amendment No. 1: This amendment eliminates Alaska from the benefits of title I of the bill. The House recedes with an amendment giving such benefits to Alaska.

On amendments Nos. 3 and 4: These amendments provide for an equal allotment of aid under title I in the amount of \$20,000 to each State and to the Territory of Hawaii each year before the remainder is allotted on the basis of farm population; and the House recedes.

On amendments Nos. 14, 15, 16, and 17: These amendments are for the purposes of making section 22 of the bill apply to the Territory of Hawaii; and the House recedes.

H. P. FULMER (except  
amendment No. 19),  
CLARENCE CANNON,  
CLIFFORD R. HOPE,

*Managers on the Part of the House.*

[Six-point slug after the statement.]

#### Pension bills

##### PENSIONS

The SPEAKER pro tempore. Under the previous order of the House, private pension bills and bills relating

to pension legislation are in order for consideration today.

Mr. BUSH. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House for the consideration of the bill (H. R. 5214) granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and certain soldiers and sailors of wars other than the Civil War, and to widows of such soldiers and sailors; and, pending that, I would like to ask if we can make some arrangement as to the time for general debate.

The motion of Mr. BUSH was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House, with Mr. McCORMACK in the chair.

The Clerk read the title of the bill H. R. 5214.

The bill is as follows:

*Be it enacted, etc.,* That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Hattie Hjelmberg, widow of William Hjelmberg, late of the 4th Company United States Coast Artillery Corps, war with Spain, and pay her a pension at the rate of \$12 per month.

Mr. FULTON. Mr. Speaker, I call up the bill (H. R. 6507) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war, and I ask unanimous consent that this bill be considered in the House as in Committee of the Whole House.

The SPEAKER pro tempore. The Chair hears no objection, and the Clerk will report the bill.

The Clerk read the bill, as follows:

*Be it enacted, etc.,* That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Mary M. Lytel, helpless and dependent daughter of Isaac Lytel, late of Company D, 118th Regiment Ohio Volunteer Infantry, and pay her a pension at the rate of \$20 per month.

#### Amendments

[As figures are now used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions



must be set in figures thus: Strike out "\$840" and insert "\$1,000", etc. For other enumerations in bill style, see rule 2.8, p. 5.]

The next business on the Speaker's table was the bill (H. R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law", insert "or unless hereafter modified or repealed."

Add to line 21, as follows:

"Provided, That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars."

[Observe that amendments are quoted when preceded by 6½-point introduction.]

Mr. MAGEE. I move the following amendments:

The amendments were read as follows:

In line 3, after the word "condemned", insert "cast-iron cannon."

In line 5, strike out "to be used" and insert "for use and ornamentation."

Page 2, line 14, strike out "southern."

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "book", to strike out "cases" and insert "rests"; in the same line, strike out "\$5,000" and insert "\$2,500", so as to make the clause read:

For purchase of ice, buckets, file holders, bookrests, and clocks, \$8,600; \$2,500 of this sum to be expended for shelving and file holders in the second auditor's office.

The amendment was agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death."

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

#### EXTENSION OF REMARKS

By unanimous consent, permission to extend remarks in the Appendix of the RECORD, or to revise and extend remarks, was granted to:

Mr. DEANE.

Mr. MACHROWICZ and to include a resolution of the American Legion.

Mr. FARRINGTON (at the request of Mr. ASPINALL) and to include certain letters, notwithstanding the fact that the extension exceeds two pages of the RECORD, etc.

Mr. FLOOD in four instances.

Mr. ZABLOCKI in two instances and to include extraneous matter.

Mr. MCCARTHY (at the request of Mr. MARSHALL) and to include other extraneous material.

Mr. LARCADE in four instances and to include newspaper articles.

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. VINSON (at the request of Mr. BROWN of Georgia), for an indefinite period, on account of official business.

Mr. WIDNALL (at the request of Mr. MARTIN of Massachusetts), for 1 day, on account of official business.

Mr. AUGUST H. ANDRESEN, for an indefinite period, on account of official business.

Adjournment, recess, and evening session

#### ADJOURNMENT

Mr. PRIEST. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 5 o'clock and 48 minutes p. m.) the House, pursuant to its order heretofore entered, adjourned until tomorrow, Tuesday, March 18, 1952, at 12 o'clock noon.

#### RECESS

The SPEAKER. The hour for the recess has arrived. The Chair will state that should he be absent this evening the gentleman from Georgia, Mr. CAMP, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House, in pursuance of its order, took a recess until half past 7 o'clock this evening.

#### EVENING SESSION

The recess having expired, the House reassembled at half past 7 o'clock p. m. and was called to order by Mr. CAMP as Speaker pro tempore.

[Follow copy as to expressing time of adjournment, as 6 o'clock and 25 minutes p. m., or 6:25 p. m. If necessary, the headings *Recess* and *Adjournment* must be supplied in House and Senate copy.]

## MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H. R. 2887) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the Petroleum Administrator for War," which was referred to said committee March 7, 1952, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris.
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 21, 1952.

### House briefs

[The briefs follow at end of day's proceedings. Heads and dashes to be used as shown here.]

## EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

457. A communication from the President of the United States, transmitting a draft of a proposed provision pertaining to existing appropriations for the Department of Justice (H. Doc. No. 273); to the Committee on Appropriations and ordered to be printed.

458. A letter from the Chairman, Wage Stabilization Board, transmitting the eighth report on the operations of the Chairman of the Wage Stabilization Board; to the Committee on Banking and Currency.

[Use the following form if only one communication is submitted—7 ½-point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and power-plant project, Washington, D. C. (H. Doc. No. 102), was taken from the Speaker's table, referred to the Committee on Public Works, and ordered to be printed.

[Note the insertion of (H. Doc. No. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent appears in copy.]

## REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. ROGERS: Committee on Education and Labor. S. 4661. An act to repeal an act entitled "An act to legalize the incorporation of national trades unions," approved June 29, 1886; without amendment (Rept. No. 1063). Referred to the House Calendar.

Mr. WOOD of Georgia: Committee on Un-American Activities. Report on proceedings against Sidney Buchman; without amendment (Rept. No. 1293). Ordered to be printed.

Mr. DOUGHTON: Committee on Ways and Means. H. R. 12946. A bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1765). Referred to the Committee of the Whole House on the State of the Union.

Mr. SABATH: Committee on Rules. House Resolution 285. Resolution for consideration of H. R. 12946, a bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1766). Referred to the House Calendar.

Mr. HART: Joint Committee on the Economic Report. Report of the joint committee on the President's economic report; without amendment (Rept. No. 169). Referred to the Committee of the Whole House on the State of the Union.

[Use above form also when only one report is submitted.]



## REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. MITCHELL: Committee on Armed Services. H. R. 1825. A bill for the relief of William M. Stoddard; with amendment (Rept. No. 155). Referred to the Committee of the Whole House.

Mr. SPRINGER: Committee on Armed Services. S. 2445. An act for the relief of Clarence R. Killion; with amendment (Rept. No. 156). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted]

## ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. WALTER: Committee on the Judiciary. H. R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 1054). Laid on the table.

Mr. STANLEY: Committee on House Administration. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H. R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 1035). Ordered to be printed.

[Use above form also when only one report is submitted]

## PUBLIC BILLS AND RESOLUTIONS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. MURDOCK (by request):

H. R. 6439. A bill to authorize the addition of land to the Appomattox Court House National Historical Monument, Va., and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. PATMAN:

H. R. 6440. A bill to revive and reenact section 6 of the act entitled "An act authorizing the construction of certain public works on rivers and harbors for flood control, and for other purposes," approved December 22, 1944; to the Committee on Public Works.

[Use the following form when only one bill or resolution is submitted:]

93073°—53—21

Under clause 3 of rule XXII,

Mr. EATON introduced a bill (H. R. 7568) to increase the cost of the public building at Woodbury, N. J., which was referred to the Committee on Public Works.

## MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

Memorial of the Legislature of the State of Maine, memorializing Congress to impose a tax upon all imported products equal to the difference between par of exchange and current quotations of exchange of those countries which, by going off the gold basis, have depreciated their currencies; to the Committee on Ways and Means.

By Mr. HALLECK: Memorial of the Legislature of the State of Indiana, urging Congress to enact, etc.; to the Committee on House Administration.

## PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. GORDON of Illinois:

H. R. 11290. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war; to the Committee of the Whole House on the State of the Union.

By Mr. D'EWART:

H. R. 6146. A bill authorizing the issuance of a patent in fee to Marcelene Jane Johnson; to the Committee on Interior and Insular Affairs.

By Mr. KEATING (by request):

H. R. 6151. A bill for the relief of Berjoubie Andreassian; to the Committee on the Judiciary.

[Use the following form if only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. BATTLE introduced a bill (H. R. 6322) authorizing the Secretary of the Army to donate to the Parents' Association of Public School No. 52, Broadway and Academy Street, New York City, two German cannons or fieldpieces, which was referred to the Committee on Armed Services.



## PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

2395. Petition of M. G. Sperry and E. L. Seal, relating to the American Legion; to the Committee on the Judiciary.

2396. By the SPEAKER: Petition of Kay Edmonston, Washington, D. C., relative to a grievance against J. Edgar Hoover and others, dated March 8, 1952; to the Committee on the Judiciary.

2397. By Mr. LEA: Petition of citizens of Danville, Ill., protesting against legislation restricting the freedom of worship (H. R. 4388); to the Committee on the District of Columbia.

[Use the following form if only one petition, etc., is submitted:]

Under clause 1 of rule XXII,

14. Mr. BLACKNEY presented a petition of 33 members of the Women's Hos-

pital Auxiliary, of Flint, Mich., favoring passage of the Sheppard-Towner bill, which was referred to the Committee on Education and Labor.

[Showing use of italic lines over petitions, etc.:]

[Omitted from the Record of  
March 4, 1952]

2349. By Mr. PATMAN: House Concurrent Resolution 13 of the Texas Legislature, urging immediate official recognition by the United States of the Government of Mexico as administered by President Obregon; to the Committee on Foreign Affairs.

[Submitted March 5, 1952]

2360. By Mr. DELANEY (by request): Cablegram from the Asociación de Hacendados y Colonos, of Cuba, urging larger concessions to Cuban sugar and tobacco in the reciprocity treaty; to the Committee on Ways and Means.

[If *et al.* is used in petitions, change it to *and others.*]

# CONGRESSIONAL RECORD INDEX

## RULES AND EXAMPLES

Set in 6½-point on 7½-point slug, Record measure (14 picas); biweekly, solid. In bound Record, 2-point lead before each cap line; also use lead in History of Bills and Resolutions before each flush line.

In bound Record index, use red figures only.

Cap lines flush, blue underscore; italic lines flush, red underscore; entries 1 em; overs 2 ems; where a 3-em dash is used as a ditto or an italic sidehead is run into text, the overruns above and below will be 2 ems also.

Spell months if in brackets or parentheses (except in citations) even when followed by the day of the month.

Abbreviate States after all geographic names throughout index, as N. Y., N. Mex., etc.

Comma precedes folio figures.

Names of vessels in italic—U. S. S. *Brooklyn*, steamship *Raleigh*.

All standing committee lines (House and Senate) when set flush and caps will be set as a separate line. Do not run in entries on these lines.

Use roman for words in parentheses as (Omitted in Record), (Appendix), (deceased), (administrator), (newspaper), (magazine), (vessel), (House), (Senate), (city), (State), and (Governor of Maryland), but use italic for (*late Senator from New York*), (*former Representative from Maryland*).

Record, referring to Congressional Record, cap and lowercase.

Index cards that read back to subject must be followed.

Observe the following forms: (Omitted in Record), (Rept. 349), (S. Rept. 25), (S. Rept. —), (H. Rept. 41), (H. Rept. —), (S. Doc. 23), (H. Doc. 47), (H. J. Res. 26), (H. Con. Res. 5), (H. Res. 7), (S. Res. 7), (S. J. Res. 6), (S. Con. Res. 7), (S. 1495; H. Rept. 712), (H. R. 1252; S. Rept. 214).

[Public Law 16.]

(See bill S. 546—George bill.)

If the numbers of several bills are given, use this form: S. 24, 2486; H. R. 217, 2287, etc.; that is, do not repeat S. or H. R. with each number. Separate the Senate and House bills by a semicolon.

Use colon after italic and roman indented sideheads. Example:

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In cap lines use small-cap "v." in place of against, in legal cases.

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*Public schools*: bill to amend act to regulate salaries of teachers, school officers, and other employees of (see bills S. 271, 272).

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[Use above forms when only one item is listed; if more than one item appears, the words "Article," "Memorial of legislature," or "Remarks in House," etc., will be set as italic flush heads, but not under Congressmen's or Senators' names.]

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[Indent matter immediately following flush heads if a subhead follows which reads back to the flush line. (See first entry under President of the United States, p. 276.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills.]

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[NOTE.—If semicolon appears in copy, change to "and".]

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Committee on Post Office and Civil Service discharged, 5002.

Reported back (S. Rept. 10) and passed Senate, 5002.

Laid on the table (S. 44 passed in lieu), 5003.

**Mr. Taber,** from Committee on Appropriations, 2762.

Passed Senate (in lieu of S. 1334), 1769.

Laid on the table (S. J. Res. 116 passed in lieu), 2058.

Examined and signed, 5288, 5307.

Presented to the President, 5400.

Approved [Public Law 12], 1234.

In Senate placed on the calendar, 2763.

[In history of bills, use lowercase in Members' names; in titles of bills, follow document style as to the use of figures and abbreviations; etc., not and so forth. Follow copy as to the omission of the word "the" in or before committee.]

## Bound Record

[In permanent Record History of Bills, actions run in with period and em dash. Indentions ☐ and overs ☐☐. One 2-point lead before each flush cap line; also use lead before each flush line in History of Bills.]

S. 1936—To provide protection of persons and property from bombing attacks in the United States, and for other purposes.

Amended and passed House (in lieu of H. R. 5727), 154.—Senate disagrees to House amendment and requests conference, 168.—Conferees appointed, 168, 351.—House insists upon its amendment and agrees to conference, 351.—Conference report submitted in House (H. Rept. 1590), 367, 369.—Agreed to, 469, 480.—Conference report submitted in Senate and agreed to, 475.—Examined and signed, 519, 521.—Presented to the President, 586.—Approved [Public Law 415], 759.

H. R. 6818—Authorizing the temporary appointment or advancement of commissioned officers of the Coast and Geodetic Survey in time of war or national emergency, and for other purposes.

Mr. Bland; Committee on Merchant Marine and Fisheries, 2838.—Reported back (H. Rept. 1995), 3470.—Passed House, 3551.—Referred to Senate Committee on Commerce, 3645.—Reported without amendment (S. Rept. 1551), 6283.—Amended and passed Senate, 6647.—House concurs in Senate amendments, 6714.—Examined and signed, 6723, 6741.—Presented to the President, 6775.—Vetoed (H. Doc. 829), 6842.

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## 23. SENATE AND HOUSE JOURNALS

### GENERAL RULES

The Journals are set in 7½-point on 8½-point slug (except votes, which are 6-point on 6½-point slug and appear in columns), Record measure, and as a rule Record style prevails.

Messages from the President are set in 7½-point, and extracts in same are quoted.

Abbreviate States as provided on page 142, except in amendments, which must be set bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, bill style.

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Johnson of Colorado.

In the Journals names of Members are set in caps and small caps.

Note use of semicolon in Papers Referred (p. 281).

Use 1 lead only on each side of small-cap heads.

Where 7½-point small-cap heads make more than one line, set all but the last line on a 7½-point slug.

Use 6½-point cap line for centerheads showing time of meeting after recess taken in a day's proceedings.

Addresses of visitors to Chamber in either House are set in 7½-point and quoted.

Omit (*H. Doc. No. 17*, etc.) if appearing in Senate copy in connection with any matter which has been ordered printed as an executive document.

Note instructions on page 291 regarding "rundowns" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see page 145.

Capitalize the word "Act" in all bill matter.

Indented matter will be set 2 ems for paragraphs and 1 em for overs; if more indented matter follows, indent accordingly.

### SENATE

[Observe punctuation and paragraphing]

FRIDAY, JANUARY 18, 1952

The VICE PRESIDENT called the Senate to order, and the Chaplain offered prayer, or

The Vice President being absent, Mr. PAUL H. DOUGLAS, from the State of Illinois, called the Senate to order at 12 o'clock noon, and the Chaplain offered prayer.

#### QUESTION OF FORUM

Mr. McFARLAND raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Fifty-seven Senators answered to their names, as follows:

Alken	Connally	Lehman
Anderson	Fulbright	McMahon
Byrd	George	Saltonstall
Cain	Kerr	Wiley

A quorum being present,

#### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, one of its clerks:

*Mr. President:* The House of Representatives has passed the following bill and joint resolution, in which it requests the concurrence of the Senate:

H. R. 7158. An act to amend the Army Appropriation Act, approved July 11, 1932, so as to release appropriations for the completion of the acquisition of real estate in certain cases and making additional appropriations therefor; and

H. J. Res. 138. Joint resolution to repeal so much of the act of Congress approved February 28, 1932, as provides for the sale of Camp Eustis, Va.

The Speaker of the House of Representatives having signed two enrolled bills, viz, S. 1881 and H. R. 5622, I am directed to bring the same to the Senate for the signature of its President.

*Resolved by the House of Representatives (the Senate concurring), That the final report of the Select Committee on Foreign Aid be printed as a House document, and that 5,000 additional copies of volume I be printed, of which 3,000 copies shall be for the use of the House of Representatives, to be distributed by the House folding room and 2,000 copies shall be for the use of the Select Committee on Foreign Aid.*

When said concurrent resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

[Do not close italic insert with a period unless it is part of the amendment.]

Page 1, line 2, after "That", insert *there be printed six thousand five hundred copies of*

Page 1, line 3, strike out "be printed as a House document and" and insert *(House Report Numbered 1845)*

Page 1, line 4, strike out "that 5,000 additional copies of volume I be printed".

Page 1, line 6, strike out "Representatives to be distributed by the House" and insert *Representatives*,

#### PETITIONS AND MEMORIALS

The VICE PRESIDENT laid before the Senate the following petitions, etc., which were referred as indicated:

A resolution adopted by the Finnish Women's Clubs of the Minnesota-Wisconsin district, remonstrating against the passage of House bill 9604, to take profiteering out of war and to equalize the burdens of war; to the Committee on Finance.

The VICE PRESIDENT laid before the Senate a concurrent resolution of the Legislature of the State of Arkansas, urging the enactment of legislation to provide for further flood control on the White River; which was ordered to lie on the table.

Mr. CARLSON presented a resolution adopted by Coffeyville Post, No. 20, American Legion, of Coffeyville, Kans., praying the enactment of legislation providing adequate relief for disabled ex-servicemen; which

was referred to the Committee on Finance.

Mr. LODGE presented the following petition and memorial, which were referred to the Committee on Appropriations:

A resolution adopted by Local No. 3, United Office and Professional Workers of America, of Boston, Mass., favoring the appropriation of further relief funds for the unemployed; and

A resolution adopted by the board of directors, Massachusetts Federation of Taxpayers' Associations, Inc., of Boston, Mass., remonstrating against the appropriation of additional relief funds save for the minimum needs of the unemployed, and favoring the reduction of governmental expenditures as a step toward permanent recovery.

#### REPORTS OF COMMITTEES

Mr. MORSE, from the Committee on Armed Services, to whom were referred the following bills, reported them each without amendment and submitted reports thereon, as follows:

S. 1733. A bill authorizing the Secretary of the Navy, in his discretion, to deliver to the president of the Milwaukee Press Club, of Milwaukee, Wis., the bell of the wrecked cruiser *Milwaukee* (Rept. No. 198); and

S. 1824. A bill to provide for the relief of certain officers of the Naval Reserve Force, and for other purposes (Rept. No. 199).

#### ENROLLED BILLS AND JOINT RESOLUTION SIGNED

Mr. KEFAUVER, from the Committee on the Judiciary, reported that they had examined and found truly enrolled the following bills and joint resolution:

S. 1881. An act to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes;

H. R. 5622. An act providing for the appraisal and sale of the Vashon Island Military Reservation in the State of Washington, and for other purposes; and

H. J. Res. 594. Joint resolution directing the Federal Trade Commission to investigate the policies



employed by manufacturers in distributing motor vehicles, accessories and parts, and the policies of dealers in selling motor vehicles at retail, as these policies affect the public interest.

The VICE PRESIDENT thereupon signed the same, and they were delivered to the committee to be presented to the President of the United States.

#### INTRODUCTION OF BILLS

Bills were introduced, read the first and second times by unanimous consent, and referred as follows:

By Mr. LEHMAN:

S. 2203. A bill to provide for the consolidation or redistribution of the powers and duties of the several executive departments of the Government of the United States relating to the Territory of Alaska, and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. CARLSON:

S. 2204. A bill for the relief of Christian Christensen; to the Committee on Finance.

By Mr. GEORGE:

S. 3785. A bill for the relief of the Fitzgerald Leader; and

S. 3786. A bill for the relief of the Ocilla Star; to the Committee on Finance.

#### PAPERS REFERRED

Papers in the cases hereinafter mentioned, to accompany bills heretofore introduced, were taken from the files and referred, under the rule, as follows:

William H. Van Name; John B. Hamblin; Hannah Vandenburg; Mary C. F. Warren; David Granger; and James Grogan; to the Committee on Finance.

#### JOINT SESSION TO RECEIVE COMMUNICATIONS FROM THE PRESIDENT

Mr. McFARLAND submitted the following concurrent resolution (S. Con. Res. 1); which was considered and agreed to:

*Resolved by the Senate (the House of Representatives concurring), That the two Houses of Congress assemble in the Hall of the House of Representatives on Wednesday, the 6th day of January 1952, at 2 o'clock in the afternoon, for the purpose of receiving such communications as the President of*

*the United States shall be pleased to make to them.*

*Ordered, That the Secretary request the concurrence of the House of Representatives therein.*

#### NOTIFICATION TO THE PRESIDENT

Mr. McFARLAND submitted the following concurrent resolution (S. Res. 4); which was considered and agreed to:

*Resolved, That a committee consisting of two Senators be appointed to join such committee as may be appointed by the House of Representatives to wait upon the President of the United States and inform him that a quorum of each House is assembled and that the Congress is ready to receive any communication he may be pleased to make.*

#### PRESIDENTIAL APPROVALS

A message from the President of the United States, by Mr. Miller, his secretary:

*Mr. President:* The President of the United States approved and signed the following acts and joint resolution:

On January 10, 1952:

S. 1934. An act granting the consent of Congress to the Huntington & Ohio Bridge Co. to construct, maintain, and operate a highway and street railway bridge across the Ohio River, between the city of Huntington, W. Va., and a point opposite in the State of Ohio.

On January 12, 1952:

S. 1794. An act to authorize the Secretary of Defense to release the Kansas City & Memphis Railroad & Bridge Co. from reconstructing its highway and approaches across its bridge at Memphis, Tenn.; and

S. J. Res. 111. Joint resolution to authorize an appropriation for expenses of participation by the United States in the 10th Pan American Sanitary Conference.

*Ordered, That the Secretary notify the House of Representatives thereof.*

#### FINAL ADJOURNMENT

On motion by Mr. GEORGE, and by unanimous consent,

[Overs flush.]

The Senate proceeded to consider the concurrent resolution (H. Con. Res. 41) authorizing the sine die adjournment of the present session of Congress on May 29, 1951.

On the question of agreeing to the said concurrent resolution,

It was determined { Yeas----- 40  
in the negative----- { Nays----- 40  
[Rundown, 7½ ems, [Rundown, 12  
7½-point] ems, 7½-point]

On motion by Mr. SALTONSTALL, The yeas and nays being desired by one-fifth of the Senators present, Senators who voted in the affirmative are—

Aiken	Benton	Bridges
Anderson	Brewster	Byrd
Bennett	Bricker	Kefauver

Senators who voted in the negative are—

Eastland	Fulbright	Hayden
Ellender	George	Hunt
Ferguson	Green	McCarran

The Senate being equally divided, the Vice President voted in the negative.

So the concurrent resolution was not agreed to.

*Ordered*, That the Secretary notify the House of Representatives thereof.

#### MATERNITY AND INFANT WELFARE

On motion by Mr. HILL,

The Senate resumed the consideration of its unfinished business, viz, the bill (S. 1039) for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States.

Mr. HILL raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Forty Senators answered to their names, as follows:

Aiken	Jenner	Lodge	Martin
Ives	Knowland	Long	Maybank

The number of Senators present not constituting a quorum,

The VICE PRESIDENT directed the names of the absentees to be called; When

Four Senators answered to their names, as follows:

Cordon	Thye	Young
McKellar		

A quorum not being present,

On motion by Mr. MCFARLAND,

*Ordered*, That the Sergeant at Arms be directed to request the attendance of the absent Senators.

Pending the execution of the order, Mr. FERGUSON, Mr. HOLLAND, Mr. LANGER, Mr. NEELY, and Mr. WILEY appeared and answered to their names.

A quorum being present,

#### HOUSE BILLS AND JOINT RESOLUTION REFERRED

The bills and joint resolutions, except H. R. 9605 and H. R. 10055, this day received from the House of Representatives for concurrence, were severally read the first and second times by unanimous consent.

*Ordered*, That the bills H. R. 7534 and H. R. 7874 be referred to the Committee on Public Works;

That the bill H. R. 8780 be referred to the Committee on Agriculture;

That the bills H. R. 9257 and H. R. 9286 and the joint resolution H. J. Res. 613 be referred to the Committee on Rules;

That the bill H. R. 9816 be referred to the Committee on Public Works; and

That the joint resolution H. J. Res. 627 be referred to the Committee on Appropriations.

#### RECESS

On motion by Mr. MCFARLAND, at 5 o'clock and 12 minutes p. m.,

The Senate took a recess until 12 o'clock noon tomorrow.

MONDAY, JANUARY 28, 1952

(Legislative day of Friday, January 24, 1952)

The PRESIDENT pro tempore called the Senate to order at 12 o'clock noon, and the Chaplain offered prayer.

#### EXECUTIVE SESSION

On motion by Mr. MCFARLAND,

The Senate proceeded to the consideration of executive business; and, after the consideration of executive business,

On motion by Mr. MCFARLAND, at 5 o'clock and 36 minutes p. m.,

The Senate, as in legislative session, took a recess until 12 o'clock noon tomorrow.



## HOUSE

[Observe the punctuation and paragraphing and that datelines are set in case 130 caps, centered. Follow Record style in the treatment of names and Members of Congress.]

MONDAY, JANUARY 28, 1952

The House was called to order by the Speaker.

The Journal of the proceedings of Thursday, January 24, 1952, was read and approved.

## COMMUNICATIONS

Executive and other communications, pursuant to clause 2, rule XXIV, were referred as follows:

19. A letter from the Chairman, National Archives, transmitting the report of the National Archives Trust Fund Board for the fiscal year ending June 30, 1951; to the Committee on Post Office and Civil Service.

20. A letter from the Postmaster General, Chairman, Board of Trustees, transmitting the report of operations of the Postal Savings System for the fiscal year ended June 30, 1951 (H. Doc. No. 11); to the Committee on Post Office and Civil Service and ordered to be printed.

[Use the following form if only one executive communication is transmitted:]

An executive communication, pursuant to clause 2, rule XXIV, was referred as follows:

719. A letter from the Secretary of the Treasury, transmitting a draft of a proposed bill, entitled "A bill to clarify the act of August 17, 1950, providing for the conversion of national banks into, and their merger and consolidation with, State banks," was taken from the Speaker's table and referred to the Committee on Banking and Currency.

## MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Hawks, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On June 20, 1949:

H. R. 2361. An act to provide for the reorganization of Government agencies, and for other purposes.

On June 21, 1949:

H. R. 1337. An act to authorize the sale of certain public lands in Alaska to the Alaska Council of Boy Scouts

of America for recreation and other public purposes.

## MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Carrell, one of its clerks, announced that the Senate had passed, with amendments in which the concurrence of the House is requested, a bill of the House of the following title:

H. R. 5060. An act making appropriations for the legislative branch for the fiscal year ending June 30, 1950, and for other purposes.

The message also announced that the Senate insists upon its amendments to the foregoing bill; requests a conference with the House on the disagreeing votes of the two Houses thereon; and appoints Mr. ELLENDER, Mr. CHAVEZ, Mr. McKELLAR, Mr. BRIDGES, and Mr. SALTONSTALL to be the conferees on the part of the Senate.

The message further announced that the President had informed the Senate that on June 13, 1949, he had approved and signed a bill of the Senate of the following title:

S. 314. An act authorizing the transfer of a certain tract of land in the Robinson Remount Station to the city of Crawford, Nebr., and for other purposes.

## ECONOMIC REPORT OF THE PRESIDENT

The SPEAKER laid before the House a message from the President of the United States, which was read, as follows:

THE WHITE HOUSE,

Washington, D. C., January 7, 1949.  
The honorable the PRESIDENT OF THE SENATE.

The honorable the SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIRS: I am presenting herewith my economic report to the Congress, as required under the Employment Act of 1946.

In preparing this report, I have had the advice and assistance of the Council of Economic Advisers, members of the Cabinet, and heads of the independent agencies.

Together with this report I am transmitting a report, the Annual



Economic Review, January 1949, prepared for me by the Council of Economic Advisers in accordance with section 4 (c) (2) of the Employment Act of 1946.

Respectfully,

HARRY S. TRUMAN.

The message, together with the accompanying papers, was referred to the Joint Committee on the Economic Report and ordered to be printed.

#### RECESS

At 12 o'clock and 7 minutes p. m. the House stood in recess until 12 o'clock and 40 minutes p. m.

AFTER RECESS—12:46 P. M.

The SPEAKER called the House to order.

#### A FURTHER MESSAGE FROM THE SENATE

A further message from the Senate, by Mr. Carrell, its enrolling clerk, announced that the Senate had passed without amendment concurrent resolutions of the House of the following titles:

H. Con. Res. 1. Concurrent resolution providing for a joint session of Congress on January 5, 1949; and

H. Con. Res. 2. Concurrent resolution providing for a joint session of Congress on January 6, 1949, pursuant to the requirements of the Constitution and laws relating to the election of President and Vice President of the United States.

#### JOINT SESSION TO RECEIVE THE PRESIDENT'S MESSAGE

The Doorkeeper announced the President pro tempore and Members of the Senate, who entered the Hall of the House and took seats assigned them.

Whereupon, pursuant to House Concurrent Resolution 1, the Speaker called the joint session of the two Houses to order.

The SPEAKER appointed Mr. McCORMACK, Mr. DOUGHTON, and Mr. MARTIN of Massachusetts members on the part of the House of the committee to escort the President into the Hall of the House.

The PRESIDENT pro tempore of the Senate appointed Mr. BARKLEY, Mr. LUCAS, and Mr. WHERRY members on the part of the Senate of the committee to escort the President into the Hall of the House.

The Doorkeeper announced Ambassadors, Ministers, and Chargés d'Affaires of foreign governments, who entered the Hall of the House and took seats assigned them.

The Doorkeeper announced the members of the President's Cabinet, who entered the Hall of the House and took seats assigned them.

The President of the United States, at 1 o'clock and 2 minutes p. m., escorted by the committee on the part of both Houses, entered the Hall of the House and, at the Clerk's desk, delivered the following message:

Mr. President, Mr. Speaker, Members of the Congress, I am happy to report to this 81st Congress that the state of the Union is good. Our Nation is better able than ever before to meet the needs of the American people and to give them their fair chance in the pursuit of happiness. It is foremost among the nations of the world in the search for peace.

At 1 o'clock and 32 minutes p. m. the President retired from the Hall of the House, accompanied by the members of his Cabinet.

The Ambassadors, Ministers, and Chargés d'Affaires of foreign governments retired from the Hall of the House.

The SPEAKER declared the joint session of the two Houses dissolved.

The PRESIDENT pro tempore and Members of the Senate then returned to their Chamber.

The SPEAKER then called the House to order.

#### ROLLCALL CORRECTION

On motion of Mr. JACKSON of California, by unanimous consent,

*Ordered*, That rollcall No. 3 be corrected to show him present and voting in the negative.

#### COMMITTEE ON APPROPRIATIONS

Mr. McCORMACK submitted the following resolution, which was considered and agreed to (H. Res. 43):

*Resolved*, That during the 81st Congress, the Committee on Appropriations shall be composed of 45 members.

A motion to reconsider the vote whereby said resolution was agreed to was, by unanimous consent, laid on the table.

## MEMBERS-ELECT SWORN IN

The following Members-elect, whose credentials had been received by the Clerk of the House, presented themselves at the bar of the House and took the oath of office prescribed by law: Mr. CHESTER C. GORSKI, from the 44th District of the State of New York; Mr. ANTHONY F. TAURIELLO, from the 43d District of the State of New York.

CONTESTED-ELECTION CASE OF ROY  
AGAINST JENKS

Mr. KERR, by direction of the Committee on Elections No. 3, reported (Rept. No. 2255) the resolution (H. Res. 482) in the contested-election case of Alphonse Roy against Arthur B. Jenks, from the First Congressional District of the State of New Hampshire.

Said resolution and report were referred to the House Calendar and ordered to be printed.

## REFERENCE OF BILL H. R. 3700

On motion of Mr. BONNER, by unanimous consent, the Committee on Government Operations was discharged from further consideration of the bill (H. R. 3700) to provide for the return to the former owners of the real property at Camp Stewart, Ga.

When said bill was referred to the Committee on Armed Services.

## SUBCOMMITTEE TO SIT

On motion of Mr. SADOWSKI, by unanimous consent, the subcommittee of the Committee on Interstate and Foreign Commerce, of which Mr. PRIEST is chairman, was granted permission to sit during general debate in the session of the House today.

## PERMISSION TO FILE REPORT

On motion of Mr. DOUGHTON, by unanimous consent, the Committee on Ways and Means was granted permission until midnight Saturday, January 15, 1949, to file a report (Rept. No. 1) on the joint resolution (H. J. Res. 85) to exempt from the tax on admissions amounts paid for admission tickets sold by authority of the Committee on Inaugural Ceremonies on the occasion of the inauguration of the President-elect in January 1949.

## RECESS

At 12 o'clock and 8 minutes p. m., the House stood in recess until 12 o'clock and 50 minutes p. m.

## AFTER RECESS—12:50 P. M.

The SPEAKER called the House to order.

UNITED STATES SURPLUS PROPERTY ACT  
OF 1944

The SPEAKER laid before the House the following message from the President of the United States, which was read, as follows:

*To the Congress of the United States:*

I transmit herewith a report by the Secretary of State on the operations of the Department of State under section 32 (b) (2) of Public Law 584, 79th Congress, as required by that law.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 14, 1952.

The message, together with the accompanying papers, was referred to the Committee on Government Operations and ordered to be printed.

APPOINTMENT TO THE JOINT COMMITTEE  
ON FOREIGN ECONOMIC COOPERATION

The SPEAKER laid before the House the following communication from the chairman of the Committee on Foreign Affairs, which was read, as follows:

MARCH 14, 1952.

Hon. SAM RAYBURN,

*The Speaker, House of Representatives, Washington, D. C.*

DEAR MR. SPEAKER: In conformity with section 124 of Public Law 472, 80th Congress, I have this date appointed the Honorable JAMES P. RICHARDS to represent the Committee on Foreign Affairs on the Joint Committee on Foreign Economic Cooperation for the 81st Congress.

This appointment fills the existing vacancy.

Very sincerely yours,

JOHN KEE.

NATIONAL CAPITAL SESQUICENTENNIAL  
COMMISSION

The SPEAKER laid before the House the following communication, which was read, as follows:

Hon. SAM RAYBURN,

*Speaker, House of Representatives, United States Congress, Washington, D. C.*

DEAR MR. SPEAKER: I herewith submit my resignation as a member of



the National Capital Sesquicentennial Commission.

Respectfully yours,

HOMER THORNBERRY.

The resignation was accepted.

COLUMBIA INSTITUTE FOR THE DEAF

The SPEAKER, pursuant to the provisions of section 4863, Revised Statutes of the United States, announced the appointment of Mr. THORNBERRY as a Director of the Columbia Institute for the Deaf.

#### ROLLCALLS

The Committee resumed its session; and after some further time spent therein,

The SPEAKER resumed the chair,

When Mr. SMITH of Virginia, Chairman, reported that the Committee, having had under consideration said bill, finding itself without a quorum,

#### CALL IN COMMITTEE

The roll was called,

When the following-named Members failed to answer—

[Roll No. 157]

Andresen,	Chatham	Gorski, N. Y.
August H.	Chesney	Gregory

Thereupon the Speaker announced that 311 Members had answered to their names, a quorum.

The Committee resumed its session; and after some still further time spent therein,

#### CALL OF THE HOUSE

Mr. KEEFE made the point of order that a quorum was not present.

A quorum not being present,

On motion of Mr. PRIEST, a call of the House was ordered.

The doors were closed.

The roll was called,

When the following-named Members failed to answer—

[Roll No. 162]

Andresen,	Cavalcante	Gore
August H.	Celler	Gossett

Thereupon the Speaker announced that 330 Members had answered to their names, a quorum.

By unanimous consent, further proceedings under the call were dispensed with.

The doors were opened.

#### AUTOMATIC ROLLCALL

The question being put, viva voce,  
Will the House now consider said resolution?

The SPEAKER announced that two-thirds of the Members present had voted in the affirmative.

Mr. WILLIAMS of New York objected to the vote on the ground that a quorum was not present and not voting.

A quorum not being present,

The roll was called under clause 4, rule XV,

When there ap-	{	Yeas-----	270
peared-----		Nays-----	1

[Rundown, 7½ ems, 7½-point]	[Rundown, 12 ems, 7½-point]
--------------------------------	--------------------------------

[Roll No. 199]

Those voting in the affirmative—

Abbitt	Davis, Wis.	Karst
Abernethy	Deane	Karsten

Voting in the negative—

Williams of New York

So the House decided to consider the resolution.

After debate,

On motion of Mr. BUSH, the previous question was ordered on the resolution to its adoption or rejection, and, under the operation thereof, the resolution was agreed to.

#### YEA-AND-NAY VOTE

The question being put,  
Will the House agree to said amendment?

Mr. WILLIAMS of New York demanded that the vote be taken by the yeas and nays, which demand was supported by one-fifth of the Members present, so the yeas and nays were ordered.

It was decided in the affirmative -----	{	Yeas-----	225
		Nays-----	181
		Answered present. 1	
[Rundown, 7½ ems, 7½-point]		[Rundown, 12 ems, 7½-point]	

[Roll No. 172]

Those voting in the affirmative—

Abbitt	Barrett, Wyo.	Brehm
Abernethy	Bates, Mass.	Brown, Ga.

Those voting in the negative—

Addonizio	Combs	Heffernan
Albert	Corbett	Heller

Answered present—

Poulson



So the amendment was agreed to. The bill, as amended, was ordered to be engrossed and read a third time.

Mr. WILLIAMS of New York demanded the reading of the engrossed copy of said bill.

LABOR-FEDERAL SECURITY  
APPROPRIATION, 1950

Mr. FOGARTY, from the Committee on Appropriations, pursuant to clause (2) (a), rule XI, reported (Rept. No. 228) the bill (H. R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes.

Said bill and report were referred to the Committee of the Whole House on the State of the Union and ordered to be printed.

Mr. KEEFE reserved all points of order on said bill.

ORDER OF BUSINESS

On motion of Mr. FOGARTY, by unanimous consent,

*Ordered*, That, notwithstanding any rule, the bill (H. R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes, may be in order for consideration on tomorrow, Wednesday, March 9, 1949.

COMMITTEE OF THE WHOLE HOUSE ON  
THE STATE OF THE UNION

Mr. FOGARTY, pursuant to a special order agreed to on March 8, 1949, moved that the House resolve itself into the Committee of the Whole House on the State of the Union for consideration of the bill (H. R. 3333) making appropriations for the Department of Labor, for the fiscal year ending June 30, 1950, and for other purposes.

Pending which,

On motion of Mr. FOGARTY, by unanimous consent,

*Ordered*, That the time for general debate on said bill shall continue not to exceed 2 hours, be equally divided, and be controlled by Mr. FOGARTY and Mr. KEEFE.

The motion that the House resolve itself into the Committee of the Whole was agreed to.

Accordingly,

The House resolved itself into the Committee of the Whole House on the State of the Union for consideration of said bill; and after some time spent therein,

The SPEAKER resumed the chair,

When Mr. TRIMBLE, Chairman, reported that the Committee, having had under consideration said bill, had directed him to report the same back to the House with the recommendation that the bill do pass.

By unanimous consent, the previous question was ordered on the bill to its passage or rejection.

The bill was ordered to be engrossed and read a third time and was read a third time by title.

Mr. TABER moved to recommit the bill (H. R. 3333) to the Committee on Appropriations with instructions to report the same back forthwith, with the following amendment:

On page 24, lines 8 to 17, strike out the first proviso, and insert *Provided, That the Director of the Budget finds it necessary to meet increased costs.*

On motion of Mr. FOGARTY, by unanimous consent, the previous question was ordered on the motion to recommit.

The question being put, viva voce, Will the House recommit said bill?

The motion to recommit was not agreed to.

The question being put, viva voce,

Will the House pass said bill?

So the bill was passed.

A motion to reconsider the vote whereby said bill was passed was, by unanimous consent, laid on the table.

AMENDMENTS

When said resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, strike out "affective" and insert *effective*

Line 4, strike out "\$5,000" and insert \$2,500

The resolution, as amended, was then agreed to.

A motion to reconsider the vote whereby said resolution, as amended, was agreed to was, by unanimous consent, laid on the table.

The House then proceeded to the consideration of the following amendments of the Senate in disagreement (Nos. 7, 7½, 11, 13, 32, 46, 52, 54, 56, 63, 74, 76, 77, and 85):

Senate amendment No. 7: Page 10, line 10, after "responsibility", insert : *Provided further, That not to exceed \$2,700,000 of the amount herein appropriated may be transferred to the Department of the Navy.*

Senate amendment No. 7½: Page 10, line 10, after "responsibility", insert : *Provided further, That no part of this appropriation or contract authorization shall be used—*

(A) *to start any new construction project for which an estimate was not included in the budget for the current fiscal year; or*

(B) *to start any new construction project the currently estimated cost of which exceeds the estimated cost included therefor in such budget;*

*unless the Director of the Bureau of the Budget specifically approves the start of such construction project;*

On motion of Mr. THOMPSON of Texas, by unanimous consent, Senate amendments Nos. 7, 7½, 32, 52, 56, and 76 were considered en bloc.

On motion of Mr. THOMPSON of Texas the House receded from its disagreement to the amendments of the Senate Nos. 7, 7½, 32, 52, and 76, and concurred therein.

#### PRIVATE CALENDAR

Pursuant to clause 6, rule XXIV, The SPEAKER directed the Private Calendar to be called.

When,

#### BILLS PASSED

Bills of the following titles were severally considered, read twice, ordered to be engrossed and read a third time, were severally read a third time by title, and passed:

H. R. 580. A bill for the relief of the Bank of Kodiak, Kodiak, Alaska.

H. R. 583. A bill for the relief of the Alaska Juneau Gold Mining Co., of Juneau, Alaska.

*Ordered*, That the Clerk request the concurrence of the Senate in said bills severally.

Motions severally made to reconsider the votes whereby each bill on the Private Calendar was disposed of today were, by unanimous consent, laid on the table.

#### DISASTER RELIEF

Mr. KERR moved to suspend the rules and pass the joint resolution (H. J. Res. 136) making a further ap-

propriation for disaster relief, and for other purposes.

Mr. TABER demanded a second.

By unanimous consent, a second was considered as ordered.

After debate,

The question being put,

Will the House suspend the rules and pass said joint resolution?

On a division, demanded by Mr. TABER, there appeared—yeas 123, nays 0.

So, two-thirds having voted in favor thereof, the rules were suspended and said joint resolution was passed.

A motion to reconsider the vote whereby the rules were suspended and said joint resolution was passed was, by unanimous consent, laid on the table.

*Ordered*, That the Clerk request the concurrence of the Senate in said joint resolution.

#### VILLAGE POSTAL SERVICE

Mr. MURRAY of Tennessee called up the following conference report (Rept. No. 1420):

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the bill (S. 1479) to discontinue the operation of village delivery service in second-class post offices, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 20, 41, 45, 57, and 86.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed \$2,365 for necessary per diem and traveling expenses in connection therewith*; and the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.



That the Senate recede from its disagreement to the amendment of the House.

TOM MURRAY (except  
as to amendment No.  
3),

RAY W. KARST,  
EDWARD H. REES,

*Managers on the Part of the House.*

OLIN D. JOHNSTON,  
HUBERT H. HUMPHREY,  
ZALES N. ECTON,

*Managers on the Part of the Senate.*

[Note also the following:]

Page 27, after line 12, insert:

*The Secretary of the Navy is authorized to acquire one thousand acres, more or less, at or near Camp Kearny, California, for a site for a lighter-than-air aviation station and to pay for the same an average price of not exceeding \$100 per acre out of any funds appropriated for aviation purposes.*

When said conference report was considered and agreed to.

A motion to reconsider the vote whereby said conference report was agreed to was, by unanimous consent, laid on the table.

*Ordered*, That the Clerk notify the Senate thereof.

#### SENATE BILL, JOINT RESOLUTION, AND CONCURRENT RESOLUTION REFERRED

Bill, joint resolution, and concurrent resolution of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 44. An act for the relief of Arthur O. Fisher; to the Committee on the Judiciary.

S. J. Res. 105. Joint resolution to provide unrestricted entry privileges for Sister Elizabeth Kenny; to the Committee on the Judiciary.

S. Con. Res. 65. Concurrent resolution favoring the suspension of deportation of certain aliens; to the Committee on the Judiciary.

#### ENROLLED BILLS SIGNED

Mrs. NORTON, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H. R. 3967. An act to continue a system of nurseries and nursery

schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H. R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

#### SENATE ENROLLED BILLS SIGNED

The SPEAKER announced his signature to enrolled bills of the Senate of the following titles:

S. 55. An act to authorize completion of construction and development of the Eden project, Wyoming.

S. 1433. An act amending Public Law 125, 80th Congress, approved June 28, 1947, as amended.

#### BILLS PRESENTED TO THE PRESIDENT

Mrs. NORTON, from the Committee on House Administration, reported that that committee did on June 21, 1949, present to the President, for his approval, bills of the House of the following titles:

H. R. 3957. An act to continue a system of nurseries and nursery schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H. R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

#### ADJOURNMENT OVER

On motion of Mr. McCORMACK, by unanimous consent,

*Ordered*, That when the House adjourns today, it adjourn to meet on Monday, January 10, 1949.

And then,

#### ADJOURNMENT

On motion of Mr. McCORMACK, at 12 o'clock and 27 minutes p. m., the House adjourned until Monday, January 10, 1949, pursuant to a special order heretofore agreed to.

#### PERMISSION TO ADDRESS THE HOUSE

By unanimous consent, permission to address the House on the following dates, after all legislative business of the day and special orders heretofore agreed to, was granted—

To Mr. RICH, Thursday, February 17, for 20 minutes; and



To Mr. REED of New York, Thursday, February 17, for 25 minutes.

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted—

To Mr. IRVING, indefinitely; and  
To Mr. JONES of Missouri, for 3 days.

And then,

[When only one.]

By unanimous consent, leave of absence was granted to Mr. KENNEDY for 2 days.

#### ADJOURNMENT

On motion of Mr. PRIEST, at 4 o'clock and 1 minute p. m., the House adjourned.

#### REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

[Use above form also when only one report is submitted.]

#### REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. NORTON: Committee on House Administration. House Resolution 23. A resolution for the relief of Beatrice Kelly; without amendment (Rept. No. 3). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

#### CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H. R. 6442) granting a pension to Martha A. Curtis; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

A bill (H. R. 11111) granting a pension to Annie Elizabeth Clark; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

[Use the following form if only one change of reference is made:]

Under clause 3 of rule XXIII, the Committee on Banking and Currency was discharged from the considera-

tion of the bill (H. R. 1551) to authorize the making of grants and loans to the States to assist in providing adequate public elementary- and secondary-school facilities, and the same was referred to the Committee on Education and Labor.

#### ADVERSE REPORT

Under clause 2 of rule XIII,

Mr. KEE: Committee on Foreign Affairs. House Resolution 50. Resolution to obtain information from the Secretary of State on the Palestine situation; without amendment (Rept. No. 10).

Mr. TABER: Committee on Rules. H. R. 11964. A bill for the relief of the P. J. Carlin Construction Co. (Rept. No. 1014). Laid on the table.

[Use the above form also when only one report is submitted.]

#### PUBLIC BILLS AND RESOLUTIONS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. ADDONIZIO:

H. R. 5206. A bill to provide for direct Federal loans to meet the housing needs of moderate-income families, to provide liberalized credit to reduce the cost of housing for such families, and for other purposes; to the Committee on Banking and Currency.

By Mr. FERNOS-ISERN:

H. R. 5207. A bill to amend section 50 of the Organic Act of Puerto Rico; to the Committee on Interior and Insular Affairs.

#### MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

By the SPEAKER: Memorial of the Legislature of the State of Connecticut, memorializing the President and the Congress of the United States concerning the proposed veterans' hospital in West Haven, Conn.; to the Committee on Veterans' Affairs.

#### PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ANDERSON of California:

H. R. 5220. A bill for the relief of George Lutley Sclater-Booth; to the Committee on the Judiciary.

By Mr. ROONEY:

H. R. 5224. A bill for the relief of Mrs. Filomena Siano Sanfilippo; to the Committee on the Judiciary.

H. R. 5225. A bill for the relief of Andrea Rosasco; to the Committee on the Judiciary.

(Use the following form if only one bill is introduced:)

Under clause 1 of rule XXII, Mr. LEA introduced a bill (H. R. 15978) granting an increase of pension to John W. Bennett, which was referred to the Committee on Rules.

#### PETITIONS, ETC.

Under clause 1 of rule XXII, peti-

tions and papers were laid on the Clerk's desk and referred as follows:

1091. By Mr. ELSTON: Petition of Max F. Faass and 38 other residents of Cincinnati, Ohio, urging repeal of the 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

1092. By Mr. RICH: Petition of E. B. McCuaig, Harter's Drugstore, Muncy, Pa., and other citizens of Muncy and vicinity, asking repeal of 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

[If only one petition, use the following:]

Under clause 1 of rule XXII,

#### Votes in Senate and House Journals

Operators must observe the following forms. The figures which accompany the "yeas," "nays," etc., must be set on the same slug as those words.

##### House Journal

It was decided in the affirmative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	110
	Nays-----	10
	Answering present_	2
	[Rundown, 12 e m s, 7 ½- point]	

It was decided in the negative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	40
	Nays-----	100
		[Rundown, 12 e m s, 7 ½- point]

When there appeared_ [Rundown, 7½ ems, 7½-point]	Yeas-----	100
	Nays-----	40
	Answering present_	3
	[Rundown, 12 e m s, 7 ½- point]	

##### Senate Journal

It was determined in the negative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	20
	Nays-----	40
		[Rundown, 12 e m s, 7 ½- point]

It was determined in the affirmative----- [Rundown, 7½ ems, 7½-point]	Yeas-----	46
	Nays-----	14
		[Rundown, 12 e m s, 7 ½- point]

# SENATE JOURNAL INDEX

## HISTORY OF BILLS AND INDEX

### History of bills—Senate Journal

[Type, 7½-point on 8½-point slug, 21 picas. No. S. or H. R. in front of numbers. Allow for 4 figures on bills, 3 figures on resolutions. Indentions 4 ems; overruns 5 ems. Lower-case initial letter on action lines unless proper noun. Amendments are set in italics and must always follow brackets. Vessels in italics. Senate bills read *A bill*; House bills read *An act*.]

2194. A bill granting a pension to John D. Ball—(See bill H. R. 14063)	
4284. A bill to correct the military record of Alfred Clark—	Page
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3220. A bill authorizing the Secretary of the Interior to make investigations through the Bureau of Mines of lignite coals and peat to determine the practicability of their utilization as a fuel and in producing commercial products—	
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(See H. Con. Res. 65)	
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[vetoed]	
11283. An act [to amend and reenact sections 4, 11, 16, 19, and 22 of the act approved December 23, 1913, and known as the Federal Reserve Act, and] to amend the ninth paragraph of section 16 of the Federal Reserve Act, as amended by the acts approved September 7, 1916, and June 21, 1917, and to amend sections 5208 and 5209, Revised Statutes—	
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NOTE.—If same card occurs twice, set only one. Aline periods on right of bill number, using an en quad after the period.

### Senate Journal Index

[Index is set 7½-point on 8½-point slug, 21 picas; indentions 2, 3, and 4 ems; overruns 4 ems, except after 4-em indentions the overruns are 5 ems.]



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Interior Department, bureaus under, providing for appointment under civil-service laws certain deputy chiefs—(See bill H. R. 3488.)

Retirement Act—

Amending as relates to retirement benefits where dual credit of service is given—(See bill S. 2644.)

Amending—

Annuitants under previous acts, to extend benefits of act of January 24, 1942, as amended, to—(See bills S. 2621, S. 2688.)

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Hearings on, authorizing additional copies of—(See S. Res. 276.)

Tires, prices to be paid for used, methods used to determine—(See S. Res. 333.)

## HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½-point on 8½-point slug, 21 picas. Italic lines indented 4 ems, action lines 5 ems, lowercase initial letters unless first word is proper noun; overruns 6 ems. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic.]

### By SENATOR JOHNSON of Texas.

For the history of the omnibus bills referred to in this list, see pages 5, 6, and 7 of this volume.

418. A bill granting an increase of pension to Benjamin G. Barber—

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419. A bill granting an increase of pension to A. M. Barstow—	Page
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<i>Second session:</i>	
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4353. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and of wars other than the Civil War, and to certain widows and dependent relatives of such soldiers and sailors—	
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# HOUSE JOURNAL INDEX

## HISTORY OF BILLS AND INDEX

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[History of bills is set in 6½-point on 7½-point slug, 14 picas. Bill number lines flush; action line 1 em, overs 2 ems. Actions run in with em dash. Spell months followed by date, except in citations in parentheses or brackets. Vessels in italic.]

- H. R. 6410—Authorizing the city of Boulder, Colo., to purchase certain public lands.  
Mr. Hardy; Committee on Public Works, 211.—Reported with amendments (Rept. No. 254), 397.—Amended and passed House, 426.—Passed Senate, 453.—Examined and signed, 457.—Presented to the President, 462.—Approved [Public Law 9], 471.
- H. R. 6411—Granting a pension to Katherine G. Manning.  
Mr. Rogers of Texas; Committee on the Judiciary, 211.—Reported with amendment.
- H. R. 6412—Granting an increase of pension to Thomas Shepard.  
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- H. Res. 6—Concerning the right of John Doe to be sworn in as a Member of the 82d Congress.  
Mrs. Rogers; agreed to, 7.—Committee appointed, 41.—Proceedings vacated to amendment stage, 164.—Amended and agreed to, 164.—Reported (Rept. No. 414), 532.
- H. Res. 43—Amending the rules of the House of Representatives.  
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- S. 696—To carry out the findings of the Court of Claims in the case of Frank S. Bowker.  
Passed Senate, 386.—Referred to Committee on Rules, 386.
- S. 715—For the relief of the Atlas Lumber Co., Babcock & Wilcox, and the C. H. Klein Brick Co., each of which companies furnished to Silas N. Opdahl, a failing Government contractor, certain building materials, in the State of South Dakota.  
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- S. J. Res. 100—Making Tuesday, September 16, 1919, a legal holiday in the District of Columbia.  
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- S. J. Res. 112—Continuing temporarily certain allowances to officers of the Navy and Marine Corps.  
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- S. Con. Res. 4—Authorizing the printing of extra copies of the hearings and report of the committee entitled "Brewing and Liquor Interests and German Propaganda and Bolshevik Propaganda."  
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[Index is set in 6½-point on 7½-point slug, 14 picas. Cap lines flush; italic lines flush; overruns 1 em; when subentry follows flush lines, indent overruns 2 ems; indent each subentry 1 em; overruns 1 em more. Use colon only after subentry when two or more items follow. Use em dashes as shown in examples below. All items set in alphabetical order, first word capitalized. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic. All flush cap lines, with only one entry, run in. All flush cap lines, with more than one entry, make a separate line. Abbreviate H. Res. 63, H. Con. Res. 43; S. Res. 21, S. J. Res. 53, etc. Do not repeat S. or H. R. when a number of bills are given. Example: S. 53, 77; H. R. 22, 43, 84.]

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- AARON, JACOB L., AND ANOTHER, relief (H. R. 4220).
- ABBITT, WATKINS M. (*a Representative from Virginia*).  
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**ARCHIVIST OF THE UNITED STATES.**  
*Communications from, transmitting*  
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   H. J. Res. 339, 858.  
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   Destruction of property, activities of Army (S. 634).

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 Permission to address the House, 97.  
 Votes. *See* YEA-AND-NAY VOTES.

*Bills and resolutions introduced by*

Immigration Act of 1924, to amend, redefining nonquota immigrant (H. R. 3261).  
 Miners, allow an income-tax deduction, for work clothes, to certain (H. R. 3418).

*Motion made by*

Point of no quorum, 382, 592.

**COMMISSION ON ORGANIZATION OF EXECUTIVE BRANCH OF THE GOVERNMENT.**

Print copies, reports, submitted by (H. Con. Res. 40).

*Communications from, transmitting*

Agricultural functions and organizations, study, 171, 244.  
 Budgeting and accounting in executive branch, report on, 174.

**COMMITTEE ON ARMED SERVICES.**

Disabled emergency officers, retirement funds, extend time for filing valid application for (H. R. 1580).  
 Expenses, investigations by (H. Res. 242).

*Reports made by*

Air Engineering Development Center, establish (S. 1267, Rept. 1376).  
 Air warning, control installations, establish land based (H. R. 2546, Rept. 159).

**COMMITTEE ON HOUSE ADMINISTRATION.**

Provide funds for (H. Res. 113).

*Reports made by*

A Decade of American Foreign Policy, Basic Documents, 1941-49, print as a document (S. Con. Res. 60, Rept. 1456).  
 Amend the Constitution With Respect to Election of President and Vice President, print additional copies (H. Con. Res. 57, Rept. 836; S. Con. Res. 128, Rept. 1417).  
 Atomic Energy, Joint Committee, print 50,000 copies, Senate Report No. 1169 (H. Con. Res. 147, Rept. 1464).  
 Louisiana, transfer vessel *Black Mallard* to (H. R. 5365, Rept. 1045).  
 Secretary of the Interior:  
   Convey certain land:  
     Arizona (S. 76, Rept. 1403).  
     School District No. 5, Linn County, Oreg. (H. R. 6230, Rept. 1368).  
   Exchange Navaho Indian lands for Utah State land (H. R. 5390, Rept. 1197).

## D

## DISCHARGE PETITIONS.

Motion to discharge House committees from consideration of legislation:

No. 1. Filed April 5, 1949, by Mr. Willis, to discharge Committee on the District of Columbia of H. R. 857; to prohibit experiment upon living dogs in the District of Columbia. Mr. Willis.

No. 2. Filed June 1, 1949, H. Res. 225; Labor-Management Relations Act of 1947, making H. R. 259 a special order for repeal of. Mr. Andrews.

## E

EMBLEM DAY, designate June 20, 1949 (H. J. Res. 182; S. J. Res. 62).

EMERGENCY PRICE CONTROL ACT, 1942.

Amend (H. R. 4150).

Manufacturers of wearing apparel, refund, violation under (H. R. 806).

## F

FARRAR, KATHRYN, increase pension (H. R. 10297; S. 452).

FEES CHARGED BY RECORDER OF DEEDS, District of Columbia (H. R. 1274).

## G

GEORGETOWN BARGE, DOCK, ELEVATOR & RAILWAY CO., report, 70.

GRAY, EDWARD, SR., ET AL., adjudicate the claim of (H. R. 752).

## H

HARTMAN, MRS. AURORA M., AND TWO DAUGHTERS, relief (S. 1376).

## L

## LAW NUMBERS.

Private laws:

33 (H. R. 592).

34 (H. R. 745).

Public laws:

351 (H. R. 5007).

352 (S. 2116).

Private laws:

122 (S. 647).

123 (S. 676).

Public laws:

396 (H. R. 3793).

397 (H. R. 4966).

## LAW COURTS OF THE UNITED STATES.

See SUPREME COURT OF THE UNITED STATES.

Moreland against Schuetz: report of committee on contested-election case of (H. Rept. 1300), 2786.

## N

## NATIONALITY ACT OF 1940.

Amend (H. R. 353, 1951, 3029, 3520), 101.

Birth status, relative to, amend (H. R. 4434).

## P

PROPERTY. See INDIANS, ETC.

## Q

QUINN v. UNITED STATES, decision of the Supreme Court of the United States in case of, 5951.

## R

## ROLLCALLS BY NUMBER, SUBJECT, AND PAGE.

1. Call by States. January 3, 1949, 3.

2. Election of Speaker. January 3, 1949. Rayburn 255, Martin 160, 4.

3. H. Res. 5. Resolution adopting the rules of the 80th Congress as the rules of the 81st Congress, with an amendment. On previous question. January 3, 1949. Yeas 275, nays 143, 6.

## S

SPEAKER, See also RAYBURN, SAM.

Elected, H. Res. 3, 5.

Announced House decided to consider resolution (H. Res. 223), 455.

Memorials presented by

Alabama:

Farmers Day, designate, 920.

Montgomery, establish flood-control project in vicinity of, 508.

## Y

## YEA-AND-NAY VOTES.

Minimum wage:

Rule for consideration:

On committee amendment, 807.

On passage, 807.

Minnesota, Indian liquor laws, repeal certain, on suspension of rules and pass, 773.





## 24. NOMINATIONS, REPORTS, DOCUMENTS, LAWS

### GENERAL RULES

The rules governing document work apply to nominations and withdrawals except as here noted.

Matter is set in 10-point, double leaded.

All nominations take current date, and the legislative day added when necessary. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the dateline.

Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

In single nominations (that is, where only one person is named) where the words *I nominate* begin a paragraph in copy, indent the paragraph 6½ ems. This applies to Air Force, Army, and Navy as well as civilian nominations. (See sample 1, p. 300.)

In Air Force, Army, and Navy nominations where only lists of names are given, set flush in half measure where there are four or more in a group. If less than four, set each name as a paragraph, full measure. No period after names. (See sample 2, p. 300.)

Where civilian nominations have more than one person named, each name is set as a separate nomination (except where otherwise prepared), following the form of postmasters; that is, each separate carries the same nomination number, with the black superior figure, and is set as a plain paragraph. Indent these 1 em only. (See sample 3, p. 301.) Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, military service, naval service, and diplomatic and consular service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank dateline at bottom.

Note that the word *confirmed* is set in italic in the recommendation line. (See sample 4, p. 302.)

*Reinstatement, Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses. (See sample 3, p. 301.)

The President's signature indicates the end of a nomination, but is printed only in a withdrawal (see sample 5, p. 303), or in a withdrawal and nomination combined.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

In post-office nominations, if superior figures are used in connection with the bracketed figure at the left, bear off from the outside of the bracket. Use black superior figure, case 33. (See sample 3, p. 301.)

A nomination confirmed without reference to a committee is printed as a message only.

Style of messages and Executive Journal extracts is shown in samples 6 and 7, on pages 303 and 305, respectively.

Note the use of the words *I nominate* in paragraphs in the messages.

Treaties in Executive Calendar will be set 36½ picas wide; type, 8-point on 10-point slug.

Armed Services nominations printed as advance messages use the following forms:

Army or Air Force:

I nominate—

[Indent 6½ ems.] The following, etc.

Navy:

I nominate

The following, etc.

## SAMPLE 1

379]

## NOMINATION REFERENCE AND REPORT

[20 points]

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 5, 1951.*

*Ordered,* That the following nomination be referred to the Committee on Foreign Relations:

[20 points]

[Indent 6½ ems.] Louis H. Burns, Junior, of Louisiana, to be Foreign Service officer, class 5, vice Henry Mooney, resigned.

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Do not use the word *confirmed* when nomination is referred to Judiciary Committee.]

## SAMPLE 2

422]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 10, 1951.*

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following-named captains to be rear admirals in the Navy from the 3d day of June 1950:

Archibald H. Scales, Junior

Nathan C. Twining

Commander David E. Theleen to be a captain in the Navy from the 1st day of January 1951.

The following-named commanders to be captains in the Navy from the 3d day of June 1950:

Andrew T. Graham,  
William C. Asserson,

Arthur St. Clair Smith, and  
Clark H. Woodward.

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Follow copy in the use of word *and* between names. Put comma after each name—paragraph or half measure—if word *and* is used in copy.]

### SAMPLE 3

481]<sup>1</sup>

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 5, 1951.*

*Ordered*, That the nomination of the following-named person to be postmaster be referred to the Committee on Post Office and Civil Service:

Flora A. Hastings, at Coachella, California. (Reappointment.)

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Do not use *legislative day* in post-office appointments.]



## SAMPLE 4

489]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

*January 7 (legislative day, January 3), 1951.*

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

[This paragraph to be used only when in copy:]

Under the provisions of an act of Congress approved June 4, 1920, the officers herein named for promotion in the Regular Army of the United States:

[Centerheads to be in italic except when followed by a subhead, in which case the first is set in small caps, followed by subhead in italic, as below:]

## MEDICAL CORPS

*To be captain*

First Lieutenant Leland Elder Dashiell, Medical Corps, from July 3, 1950.

## VETERINARY CORPS

*To be first lieutenants*

Second Lieutenant Harry Lawrence Watson, Veterinary Corps, from July 18, 1950.

Second Lieutenant Samuel Weir Clark, Veterinary Corps, from July 23, 1950.

[30 points]

, 1951.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

## SAMPLE 5

WITHDRAWAL<sup>1</sup>

The following message from the President withdrawing nomination was ordered to lie on the table:

436] THE WHITE HOUSE, *January 15, 1951.*  
*To the Senate of the United States:*

I withdraw the nomination of the following-named officer, which was submitted to the Senate on January 10, 1951:

*Ordinance Department*

Captain Arthur Grant Mack, Junior, Cavalry, with rank from October 19, 1950.

HARRY S. TRUMAN.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make case 14 line and following paragraph read in the plural. The case 14 line and the paragraph go at beginning of first withdrawal only.]

## SAMPLE 6

MESSAGES<sup>2</sup>

[Observe the forms of *I nominate*. The messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.  
 [In Armed Services advance messages, use the following form when in copy: Par. 1. I nominate Joseph Banks, etc.]]

414] THE WHITE HOUSE, *January 8, 1951.*  
*To the Senate of the United States:*

I nominate Robert W. McCuen, of Vergennes, Vermont, to be collector of internal revenue for the district of Vermont in place of James E. Kennedy.

HARRY S. TRUMAN.

To the Committee on Finance.

418] THE WHITE HOUSE, *January 8, 1951.*  
*To the Senate of the United States:*

Under the provisions of an act of Congress approved June 4, 1950, I nominate the officers herein named for promotion in the Regular Army of the United States:

<sup>1</sup> When used in Executive Journal, reset in small caps roman.

<sup>2</sup> This heading does not appear in the completed print.

## MEDICAL CORPS

*To be captains*

First Lieutenant Lewis Bradley Bibb, Medical Corps, from August 2, 1950.

First Lieutenant Charles William Henderson, Medical Corps, from August 2, 1950.

HARRY S. TRUMAN.

To the Committee on Armed Services.

422]

THE WHITE HOUSE, *January 8, 1951.*

*To the Senate of the United States:*

I nominate—

The following-named captains to be rear admirals in the Navy from the 3d day of June 1950:

×Archibald H. Scales

Nathan C. Twining

The following-named lieutenants to be lieutenant commanders in the Navy from the 1st day of January 1950:

Fred T. Berry, John H. Everson, and

John C. Jennings, Robert E. Rogers.

HARRY S. TRUMAN.

To the Committee on Armed Services.

[Follow copy in the use of word *and* between names.]

417]

THE WHITE HOUSE, *January 8, 1951.*

*To the Senate of the United States:*

I nominate the following-named persons to be postmasters:

Harry H. Hiener, at Superior, Arizona, in place of R. T. Jones. Incumbent's commission expired August 16, 1950.

John C. Neblett, at Elsinore, California, in place of Charles Collins, resigned.

HARRY S. TRUMAN.

To the Committee on Post Office and Civil Service.



SAMPLE 7

EXECUTIVE JOURNAL EXTRACTS

[This heading does not appear in the printed copies]

IN THE NAVY

To be chaplain with rank of lieutenant (junior grade):

Francis L. Albert

James M. Hester

Edgar W. Davis

Walter L. Thompson

Joseph B. Earnest, Jr.

Razzie W. Truitt

[NOTE.—Two or more names may be doubled up in the Executive Journal.]

SAMPLE 8

[Calendar is set in 8 on 10, 36¼ picas, and with display headings. Note 8-point cast given below table]

EXECUTIVE CALENDAR

Friday, August 10, 1951

TREATIES

Date of report	Calendar No.	Treaty No.	Subject	Action of committee
1951 Aug. 6	7	Ex. F (81st Cong., 2d sess.).	The convention between the United States and Ireland, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income.	Reported favorably with 2 reservations. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
6	8	Ex. K (81st Cong., 2d sess.).	The convention between the United States and Greece, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on the estates of deceased persons.	Reported favorably with a reservation. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
4	3	9.10	20	11½

[For the next executive session after Aug. 10, 1951]

## NOMINATIONS

Date of report	Calendar No.	Message No.	Name of nominee	Office	Predecessor
1951 Aug. 7	617	229	FOREIGN SERVICE <sup>1</sup>		
			Philip W. Bonsal, of the District of Columbia.	Foreign Service officer of class 5, a secretary in the diplomatic service, and a consul of the United States of America.	
	618	387-1	DEPARTMENT OF JUSTICE <sup>1</sup>		
			Homer L. Ross, of Honolulu, T. H.	Circuit judge, fourth circuit, Territory of Hawaii.	Clement K. Quinn, term expired.
	619	391-1	Thomas M. Reed, of Nome, Alaska.	United States district judge, first division, District of Alaska.	Robert W. Jennings, term expired.
			PUBLIC HEALTH SERVICE <sup>1</sup>		
	631	398-1	Francis A. Carmelia.....	Passed assistant dental surgeon, effective Aug. 15, 1951.	
	632	398-2	Lionel E. Hooper.....	Temporary surgeon, effective July 1, 1951.	
	633	398-3	Ernest W. Scott.....	do.....	
			POSTMASTERS <sup>1</sup>		
Sept. 8	641	377-14	ILLINOIS		
			Carl M. Crowder.....	Bethany.....	C. M. Davis, resigned.
	642	M-347	Warren S. Bunker.....	Equality.....	H. L. B. Mason, deceased.
			Paul W. Gibson.....	Louisville.....	Office became Presidential.
	643	M-348	IN THE ARMY <sup>1</sup>		
			×Robert Charles Frase.....	Captain, Medical Service Corps.	
	894	9	Norma Jean Fischer.....	Captain, Women's Army Corps.	
			×Jack Williamson Mc-Namara O26990.	First lieutenant.....	
	894	9	IN THE NAVY <sup>1</sup>		
			John A. Marsteller.....	Passed assistant surgeon.	
11	653	413	Thomas L. Carter.....	do.....	
4	3½	4	12.15	11.9	12

<sup>1</sup> Headings to be set in case 130 caps.

## REPORTS, DOCUMENTS, AND LAWS

[In either Senate or House reports follow bill style in extracts from bills. Follow copy in report on pension bills in regard to vision, as *vision was impaired 20/200*, etc.]

[30 points]

82D CONGRESS	}	HOUSE OF REPRESENTATIVES	}	REPT. 156
2d Session		[One 2-point lead above parallel rule]		Part 2

---

[50 points]

PORTER BROS. & BIFFLE ET AL.<sup>1</sup>

[18 points]

[8 points]

FEBRUARY 18, 1952.—Committed to the Committee of the Whole House and ordered to be printed <sup>2</sup>

[6 points]

[18 points]

Mr. NICHOLS, from the Committee on the Judiciary, submitted the following

[14 points]

## REPORT

[10 points]

[To accompany H. R. 6154]

[14 points]

The Committee on the Judiciary, to whom<sup>3</sup> was referred the bill (H. R. 6154) for the relief of Porter Bros. & Biffle et al., having considered the same, report favorably thereon with the recommendation that the bill do pass with certain amendments.<sup>4</sup>

The purpose of H. R. 6154 is to permit the parties named therein to enter suit in the United States District Court for the Eastern District of Oklahoma for damages due from the United States by reason of alleged neglect and wrongdoing of officials and inspectors of the United States Bureau of Animal Industry in dipping tick-infested cattle in Texas and Oklahoma.

## STATEMENT OF FACTS

In 1919 several citizens of Oklahoma bought on the market at Fort Worth, Tex., cattle that had originated in quarantine areas. These cattle were dipped under the supervision of the United States Bureau of Animal Industry and were certified as being clean of fever and ticks. The cattle were shipped into Oklahoma and it was found that the fever ticks had not been killed.

<sup>1</sup> If title makes more than 3 lines in 10-point caps, set in 8-point caps; should the title be amended, make the heading correspond to the amended form.

<sup>2</sup> Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Composition.

<sup>3</sup> See footnote 3, p. 308.

<sup>4</sup> If the word "committee" is prepared in the singular form, follow.



Calendar No. 26<sup>1</sup>82D CONGRESS }  
2d Session }

SENATE

{ REPORT  
No. 27

## AGNES INGELS, DECEASED

MAY 2 (legislative day, MAY 3), 1952.—Ordered to be printed

Mr. McCARRAN, from the Committee on the Judiciary, submitted  
the following

R E P O R T<sup>2</sup>

[To accompany S. 1300]

The Committee on the Judiciary, to which<sup>3</sup> was referred the bill (S. 1300) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with an amendment and recommends that the bill do pass.<sup>4</sup>

In line 7, strike out the figures "\$10,000" and insert in lieu thereof the figures "\$5,000".<sup>5</sup>

## EXPLANATION OF THE BILL

The facts in the case are fully set forth in Senate Report No. 715, 82d Congress, 2d session, which is appended hereto and made a part of this report.

[S. Rept. No. 715, 82d Cong., 2d sess.]

The Committee on the Judiciary, to which<sup>3</sup> was referred the bill (S. 4692) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with the recommendation that the bill do pass with an amendment.

On line 7, page 1, strike out "\$25,000" and insert in lieu thereof "\$5,000".

As amended, your committee recommend that the bill do pass.

<sup>1</sup> Use this type and form only on Senate reports. There is only one calendar in the Senate.

<sup>2</sup> Should this line read "Adverse Report," do not letterspace the words.

<sup>3</sup> The Senate Committee on the Judiciary requires the use of "which"; for all other committees, use "whom."

<sup>4</sup> If the word "committee" is prepared in the singular form, follow.

<sup>5</sup> Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.

## Calendar No. 295

82D CONGRESS }  
1st Session }

SENATE

{ REPORT  
No. 315PROVIDING FOR THE ADMISSION OF ALASKA INTO THE  
UNION

---

MAY 8 (legislative day, MAY 2), 1951.—Ordered to be printed

---

Mr. O'MAHONEY, from the Committee on Interior and Insular Affairs,  
submitted the following

## REPORT

together with

## MINORITY VIEWS

[To accompany S. 50]

The Committee on Interior and Insular Affairs, to whom was referred the bill (S. 50) to provide for the admission of Alaska into the Union, having considered the same, report favorably thereon with amendments and with the recommendation that the bill as amended do pass.

## PURPOSE OF THE BILL

The purpose of S. 50 is to enable the strategically situated and richly endowed Territory of Alaska to enter the Union as a State, on a free and equal basis with the present 48 States. The bill provides the legal and political means of achieving this purpose by—

82D CONGRESS  
2d Session

} HOUSE OF REPRESENTATIVES {

REPORT  
No. 15

## PENSIONS AND INCREASE OF PENSIONS FOR CERTAIN SOLDIERS AND SAILORS OF THE REGULAR ARMY AND NAVY, ETC.

APRIL 26, 1952.—Committed to the Committee of the Whole House and ordered  
to be printed

Mr. Wood, from the Committee on Veterans' Affairs, submitted the  
following

### REPORT

[To accompany H. R. 5214]

The Committee on Veterans' Affairs, to whom were referred sundry bills granting pensions and increase of pensions for certain soldiers and sailors of the Regular Army and Navy, etc., submit the following report:

This bill is a substitute for the following House bills referred to said committee:

H. R. 400. Hattie Hjelmberg.  
416. Julia M. Porter.  
424. Annie M. Sullivan.

H. R. 1031. Fletcher Duling.  
1078. William D. Wheaton.  
1098. Elmer H. Weddle.

H. R. 416. Julia M. Porter, Auburn, N. H., widow of Clinton A. Porter, who served during the war with Spain in Company F, 1st New Hampshire Infantry, from June 28 to October 31, 1898 (W. Ctf. 868508).

A physician testifies as follows:

I have this day examined Julia M. Porter, aged 38 years, of Auburn, N. H., widow of Clinton A. Porter, private, Company F, 1st Regiment New Hampshire Volunteer Infantry. She had previously been approved for disease of eyes 4/18, etc.

It is believed that an increase of pension to \$20 per month is warranted, and it is so recommended.



82D CONGRESS }  
1st Session }

SENATE

{ EXECUTIVE  
N }

---

CONVENTION WITH SWITZERLAND REGARDING THE  
AVOIDANCE OF DOUBLE TAXATION ON INCOME

---

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

THE CONVENTION BETWEEN THE UNITED STATES OF AMERICA  
AND SWITZERLAND, SIGNED AT WASHINGTON ON MAY 24, 1951,  
FOR THE AVOIDANCE OF DOUBLE TAXATION WITH RESPECT  
TO TAXES ON INCOME

---

JUNE 14, 1951.—The convention was read the first time and the injunction of  
secrecy was removed therefrom and, together with all accompanying papers,  
was referred to the Committee on Foreign Relations and ordered to be printed  
for the use of the Senate

---

THE WHITE HOUSE, *June 14, 1951.*

*To the Senate of the United States:*

With a view to receiving the advice and consent of the Senate to  
ratification, I transmit herewith the convention between the United  
States of America and Switzerland, signed at Washington on May 24,  
1951, for the avoidance of double taxation with respect to taxes on  
income.

80TH CONGRESS }  
2d Session }

SENATE

{ EXECUTIVE REPT.  
No. 6 }

TREATY OF FRIENDSHIP, COMMERCE, AND NAVIGATION WITH THE ITALIAN REPUBLIC

---

WEDNESDAY, MAY 26, 1948.<sup>1</sup>—Ordered to be printed

---

Mr. THOMAS of Utah, from the Committee on Foreign Relations,  
submitted the following

REPORT

[To accompany Executive E, 80th Congress, 2d session]

The Committee on Foreign Relations, having had under consideration Executive E, 80th Congress, 2d session, a treaty, etc.

---

<sup>1</sup> Do not use *legislative day* even though there is one at date of printing.

82D CONGRESS	}	HOUSE OF REPRESENTATIVES	}	REPORT
1st Session				No. 1667

---

## LEGISLATIVE APPROPRIATION BILL, 1951

---

JUNE 18, 1951.—Ordered to be printed

---

MR. CANNON of Missouri, from the committee of conference,  
submitted the following

CONFERENCE REPORT<sup>1</sup>

[To accompany H. R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1952, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, and 60, and agree to the same.

[2 leads]

Amendment numbered 60:

[1 lead]

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

*SEC. 210. The provisions of all Acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1935.<sup>2</sup>*

And the Senate agree to the same.

Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

---

<sup>1</sup> See also p. 269 for style of conference report in Congressional Record, and p. 315 for style of conference report printed as a Senate document.

<sup>2</sup> "Fol. lit." on amendments.



In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed;*<sup>3</sup> and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

WILLIAM H. BATES,

By L. M.

GEORGE H. BENDER,

LEROY JOHNSON,

*Managers on the Part of the House.*<sup>4</sup>

HARRY F. BYRD,

WALTER F. GEORGE,

EDWARD J. THYE,

*Managers on the Part of the Senate.*

#### STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE<sup>5</sup>

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1951, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment No. 46: On this amendment, embracing title I of part 2 of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments Nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment No. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1951, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

H. B. SCUDDER (except

as to amendment No. 19),

JOHN F. KENNEDY,

HARRY R. SHEPPARD,

*Managers on the Part of the House.*

<sup>3</sup> Note use of roman semicolon.

<sup>4</sup> Names of House Members print first in a conference report printed as a House report.

<sup>5</sup> Statement of managers begins new page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

78TH CONGRESS } 2d Session }	SENATE	{ DOCUMENT No. 79
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## AGRICULTURE APPROPRIATION BILL, 1944

---

Mr. RUSSELL,<sup>1</sup> from the committee of conference, submitted<sup>2</sup> the following

CONFERENCE REPORT ON THE BILL (H. R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE FISCAL YEAR ENDING JUNE 30, 1944

---

APRIL 4 (legislative day, APRIL 5), 1944.—Ordered to be printed

---

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 7912) making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1944, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, and 5, and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

*Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (U. S. C., title 44, sec. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:*

And the Senate agree to the same.

R. B. RUSSELL, Jr.,  
CARL HAYDEN,  
JOHN G. TOWNSEND, Jr.,  
*Managers on the Part of the Senate.*  
J. P. BUCHANAN,  
JOHN TABER,  
*Managers on the Part of the House.*

---

<sup>1</sup> Names of Senate Members print first in a conference report printed as a Senate document.

<sup>2</sup> The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title page is called for.

81st CONGRESS	}	HOUSE OF REPRESENTATIVES	}	DOCUMENT
2d Session				No. 276

---

MERRIMACK RIVER, MASS.

---

LETTER

FROM

THE SECRETARY OF THE ARMY

TRANSMITTING

PURSUANT TO LAW, A REPORT FROM THE CHIEF OF ENGINEERS COVERING NAVIGATION, FLOOD CONTROL, POWER DEVELOPMENT, AND IRRIGATION ON THE MERRIMACK RIVER, MASS.

---

MARCH 17, 1950.—Referred to the Committee on Public Works and ordered to be printed, with 15 illustrations

---

DEPARTMENT OF THE ARMY,  
*Washington, March 15, 1950.*

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated March 15, 1950, from the Chief of Engineers, etc.

Sincerely yours,

FRANK PACE, Jr.,  
*Secretary of the Army.*

---

DEPARTMENT OF THE ARMY,  
OFFICE OF THE CHIEF OF ENGINEERS,  
*Washington, March 15, 1950.*

Subject: Report on Merrimack River, Mass.

To: The Secretary of the Army.<sup>1</sup>

1. I submit for transmission to Congress my report, with accompanying papers and illustrations, on the Merrimack River, Mass., made, etc.

EUGENE REYBOLD,  
*Major General, Chief of Engineers.*

---

<sup>1</sup> If line runs over, indent 2 ems to clear for paragraph; otherwise, 1 em.



82D CONGRESS }  
2d Session }

SENATE

} DOCUMENT  
No. 2

---

WILLIAM W. DANENHOWER, JR.

---

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS,  
TRANSMITTING A COPY OF THE FINDINGS OF THE COURT IN  
THE CASE OF ESTATE OF WILLIAM W. DANENHOWER, JR.,  
AGAINST THE UNITED STATES

---

APRIL 13, 1952.—Referred to the Committee on the Judiciary and ordered to be  
printed<sup>1</sup>

---

COURT OF CLAIMS, CLERK'S OFFICE,  
Washington, April 11, 1952.

The honorable the PRESIDENT OF THE SENATE.

SIR: Pursuant to the order of the court, I transmit herewith a  
certified copy of the findings of fact and conclusion filed by, etc.

I am, very respectfully, yours,

JOHN W. TAYLOR,  
Assistant Clerk, Court of Claims.

---

[Court of Claims of the United States. No. 17319, Congressional. William W. Danenhower, Jr. v.  
The United States]

STATEMENT

This is a claim for damages to business property belonging to claimant arising  
out of the changes in the grades of certain avenues in Washington City, D. C.,  
and the relocation of its tracks by a railroad company under an act of Congress.

The bill reads:

"That the Secretary of the Treasury is hereby authorized and directed to pay  
to, etc., in pursuance to the Act of Congress approved February 12, 1901 (31  
Stat. L., p. 774), and Acts supplemental thereto."

FINDINGS OF FACT

I. The actual damages caused by depreciation in value of claimant's property  
in the fall of 1903, due to changes in the grades of New Jersey and Virginia  
Avenues, etc.

CONCLUSION

The court, as a conclusion, states that the foregoing findings of fact show the  
nature and character of the demand. Whether the same shall be paid rests in  
the discretion of Congress.

Filed March 28, 1952.

A true copy.

Testified to this April 11, 1952.

[SEAL]

JOHN W. TAYLOR,  
Assistant Clerk, Court of Claims.

---

<sup>1</sup> Must be set as written. If illustrations accompany copy and are not ordered to be printed, do not  
add with illustrations. Return copy to Superintendent of Composition.

[Court of Claims. French spoliations. Act of Jan. 20, 1885; 23 Stat. L. 283. Ship *Glasgow*. M. Alcorn, master]

No. of  
case

Claimant

1806. Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham, etc.

On May 29, 1932, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

"[S. 2951, 72d Cong., 2d sess.]

"A BILL For the relief of the State of Oregon

*"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the sum," etc.*

Thereafter the claim was presented to the 50th and subsequent Congresses, and was transmitted to the court by resolution of the United States Senate, etc.

BY THE COURT.

Dated October 12, 1944.

82D CONGRESS  
2d Session

HOUSE OF REPRESENTATIVES

DOCUMENT  
No. 323

DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE  
PAYMENT OF CLAIMS, DEPARTMENT OF THE NAVY

COMMUNICATION

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TWO DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE  
DEPARTMENT OF THE NAVY FOR THE FISCAL YEARS 1952 AND  
1953, FOR THE PAYMENT OF CLAIMS SETTLEMENTS REPORTED  
BY THE GENERAL ACCOUNTING OFFICE AS CHARGEABLE TO  
APPROPRIATIONS WHICH ARE EXHAUSTED, TOGETHER WITH  
TWO PROVISIONS AFFECTING EXISTING APPROPRIATIONS FOR  
THE FISCAL YEAR 1952

MAY 13, 1952.—Referred to the Committee on Appropriations and ordered to be  
printed

THE WHITE HOUSE,  
Washington, May 12, 1952.

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIR: I have the honor to transmit herewith for the consideration  
of Congress two deficiency estimates of appropriations for the Depart-  
ment of the Navy for the fiscal years 1952 and 1953, amounting in all  
to \$1,543.11, for the payment of claims settlements reported by the  
General Accounting Office as chargeable to appropriations which  
are exhausted, together with two provisions affecting existing  
appropriations for the fiscal year 1952.

The details of these estimates, and the provisions affecting existing  
appropriations, the necessity therefor, and the reasons for their trans-  
mission at this time are set forth in the letter of the Director of the  
Bureau of the Budget, transmitted herewith, with whose comments  
and observations thereon I concur.

Respectfully,

HARRY S. TRUMAN.



## VETO MESSAGE

82D CONGRESS 1st Session	}	HOUSE OF REPRESENTATIVES	}	DOCUMENT No. 217
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GEORGE H. WHIKE CONSTRUCTION CO.

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MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

WITHOUT APPROVAL THE BILL (H. R.<sup>1</sup> 3002) FOR THE RELIEF OF  
GEORGE H. WHIKE CONSTRUCTION CO.

---

AUGUST 6, 1951.—Referred to the Committee on the Judiciary and ordered to be  
printed

---

*To the House of Representatives:*<sup>2</sup>

I return herewith, without my approval, H. R. 3002, for the relief of George H. Whike Construction Co.

The bill proposes an appropriation of \$14,483.45 in payment of a claim asserted by the George H. Whike Construction Co. against the United States for losses in performing a construction contract between the claimant and the Federal Public Housing Authority. The contractor maintains that these losses resulted from the operation of Executive Order 9301. This order, changing the workweek from 40 hours to 48 hours, was issued at or about the time the contract in question was let. The order was made effective in Canton, Ohio, where the contract was being performed, some months after the work was started.

The legislative history of this case reveals a number of disputed issues of fact as well as involved questions of law. It seems to me that these issues and questions can best be resolved by the courts. This is the course which generally has been taken by other contractors who, like the present company, claimed losses in the performance of Government contracts because of the impact of Executive Order

---

<sup>1</sup> If "S." appears in copy, because corresponding Senate bill is used, follow.

<sup>2</sup> In House bills in the Senate, the salutation "*To the Senate:*" is used.

9301 and directives of the War Manpower Commission issued thereunder. If this case is tried in the courts, as I believe it should be, not only will there be the assurance that comes with judicial review, but the criticism will be avoided that this claimant has been given more favorable treatment than that accorded other contractors who were adversely affected by the longer workweek.

While I have felt obliged for these reasons to withhold my approval of H. R. 3002, I would be willing to approve a measure authorizing the Court of Claims to adjudicate the suit of this claimant.

HARRY S. TRUMAN.

THE WHITE HOUSE, August 6, 1951.

---

H. R. 3002<sup>3</sup>

EIGHTY-SECOND CONGRESS OF THE UNITED STATES OF AMERICA, AT THE FIRST SESSION, BEGUN AND HELD AT THE CITY OF WASHINGTON ON WEDNESDAY, THE THIRD DAY OF JANUARY, ONE THOUSAND NINE HUNDRED AND FIFTY-ONE

AN ACT For the relief of George H. Whike Construction Company.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay, out of any money in the Treasury not otherwise appropriated, the sum of \$14,483.45, to George H. Whike Construction Company, of Canton, Ohio, in full settlement of all claims against the United States for losses sustained on Jackson Park homes project contract numbered OH 33037, Canton, Ohio, as the result of Executive Order 9301 which changed the workweek from forty hours to forty-eight hours on same date (February 11, 1943) that such contract was signed: *Provided*, That no part of the amount appropriated in this Act in excess of 10 per centum thereof shall be paid or delivered to or received by any agent or attorney on account of services rendered in connection with this claim, and the same shall be unlawful, any contract to the contrary notwithstanding. Any person violating the provisions of this Act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not exceeding \$1,000.

SAM RAYBURN,  
*Speaker of the House of Representatives.*  
ALBEN W. BARKLEY,  
*Vice President of the United States and*  
*President of the Senate.*

[Endorsement on back of bill:]

I certify that this Act originated in the House of Representatives.

RALPH R. ROBERTS, *Clerk.*

---

<sup>3</sup> Bill style.

80TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 734
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## URGENT NEEDS OF THE AMERICAN PEOPLE

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### ADDRESS

OF

# THE PRESIDENT OF THE UNITED STATES

DELIVERED

BEFORE A JOINT SESSION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES, RECOMMENDING LEGISLATION TO CHECK INFLATION AND THE RISING COST OF LIVING AND TO MEET THE ACUTE HOUSING SHORTAGE

---

JULY 27, 1948.—Referred to the Committee of the Whole House on the State of the Union and ordered to be printed

---

MR. PRESIDENT, MR. SPEAKER, MEMBERS OF THE 80TH CONGRESS:

The urgent needs of the American people require our presence here today.

Our people demand legislative action by their Government to do two things: First, to check inflation and the rising cost of living and, second, to help in meeting the acute housing shortage.



## SAMPLES OF ESTIMATES IN TABULAR FORM

## BUREAU OF NAVIGATION

Transportation and recruiting, Bureau of Navigation, 1944..... \$246. 06

This estimate of appropriation is to provide for payment of claims approved by the General Accounting Office, as per certificates of settlement Nos. 0255663, 0257111, 0264632, 0272207, and T-73602.

*Deficiency estimates of appropriations required for the service of the fiscal years ending June 30, 1950 and 1951, by the Department of the Navy*

Detailed objects of expenditure	Total amount to be appropriated under each head of appropriation	Amount appropriated for the fiscal year for which the appropriation is requested
BUREAU OF NAVIGATION		
Transportation and recruiting, Bureau of Navigation: For travel allowance, etc., including the same objects specified under this head in the Naval Appropriation Act for the fiscal year 1951 (act July 1, 1922, vol. 42, p. 790)----	\$246. 06	\$4, 151, 775. 00
BUREAU OF SUPPLIES AND ACCOUNTS		
Maintenance, Bureau of Supplies and Accounts: For fuel; the removal and transportation of ashes and garbage from ships of war; books, blanks, stationery, etc., including the same objects specified under this head in the act making appropriations for the Department of the Navy and the naval service for the fiscal year 1951 (acts May 21, 1926, vol. 44, p. 604; Mar. 25, 1930, vol. 46, p. 111; July 3, 1930, vol. 46, pp. 851, 883; Mar. 4, 1932, vol. 46, p. 1576)-----	1, 297. 05	9, 536, 888. 35
Total, Department of the Navy-----	1, 543. 11	-----

## DEPARTMENT OF STATE

## AMERICAN SECTIONS, INTERNATIONAL COMMISSIONS

Budget page	Heading	Original estimate	Change to—	Increase
770	American sections, international commissions----- (Delete first paragraph under this heading and insert in lieu thereof the following: For expenses necessary to enable the President to perform the obligations of the United States pursuant to conventions between the United States and Canada signed May 26, 1930 (50 Stat. 1355), and January 29, 1937 (50 Stat. 1351), [and] treaties between the United States and Great Britain, in respect to Canada, signed January 11, 1909 (36 Stat. 2448), and February 24, 1925 (44 Stat. 2102), the treaty between the United States and Canada signed February 27, 1950, and convention between the United States and Costa Rica signed May 31, 1949, including [personal services in the District of Columbia;] stenographic reporting services by contract; [printing and binding;] hire of passenger motor vehicles.	\$870, 000	\$990, 000	\$120, 000

DRAFT OF A PROPOSED PROVISION PERTAINING TO THE APPROPRIATION "PAY, SUBSISTENCE, AND TRANSPORTATION, NAVY," FISCAL YEAR 1944

The appropriation "Pay, subsistence, and transportation, Navy," fiscal year 1944, is hereby made available for payment to James P. Sloan gratuity in the amount of \$324, on account of the death of his son, Andrew Jarvis Sloan, who was killed in line of duty on board the U. S. S. *Mississippi* on June 12, 1927, as authorized by the act approved June 11, 1930 (46 Stat. pt. 2, p. 253).

## SAMPLE OF STYLE FOR LAWS

Private Law 939 - 82d Congress  
Chapter 821 - 2d Session  
H. R. 3564

## AN ACT

For the relief of Reuben Krakovsky.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That, for the purposes of the immigration and naturalization laws, Reuben Krakovsky shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee and head tax. Upon the granting of permanent residence to such alien as provided in this Act, the Secretary of State shall instruct the proper quota officer to deduct one number from the appropriate quota for the first year that such quota is available.

Approved July 15, 1952.

## SAMPLE OF PROCLAMATION DATE

[The following paragraph shows the manner of dating proclamations and other Executive documents. Note capitalization and punctuation.]

Done at the city of Washington this 12th day of September, in the year of our Lord nineteen hundred and fifty-one, and of the independence of the United States of America the one hundred and seventy-sixth.

## SAMPLE OF PAGE 1 IN HEARINGS

INVESTIGATION OF UN-AMERICAN PROPAGANDA  
ACTIVITIES IN THE UNITED STATES

MONDAY, NOVEMBER 29, 1943

HOUSE OF REPRESENTATIVES,  
SUBCOMMITTEE OF THE SPECIAL COMMITTEE  
TO INVESTIGATE UN-AMERICAN ACTIVITIES,  
Washington, D. C.

The subcommittee met at 10:30 a. m., the Honorable John M. Costello presiding.

Present: Hon. Herman P. Eberharter, Pennsylvania; and Hon. Karl E. Mundt, South Dakota; and Robert E. Stripling, chief investigator.

**SECOND SUPPLEMENTAL APPROPRIATION BILL FOR 1951<sup>1</sup>**

---

**SUBCOMMITTEE ON LABOR-FEDERAL SECURITY APPROPRIATIONS****JOHN E. FOGARTY**, Rhode Island, Chairman**E. H. HEDRICK**, West Virginia**FRANK B. KEEFE**, Wisconsin**CHRISTOPHER C. McGRATH**,  
New York**ERRETT P. SCRIVNER**, Kansas**H. CARL ANDERSEN**, Minnesota

TUESDAY, DECEMBER 5, 1950.

**FEDERAL SECURITY AGENCY****PUBLIC HEALTH SERVICE****WITNESSES****DR. LEONARD SCHEELE**, SURGEON GENERAL**DR. NORMAN TOPPING**, ASSOCIATE DIRECTOR, NATIONAL INSTITUTES OF HEALTH**PROGRAMS OF RESEARCH CONTEMPLATED AND NEEDED UNDER PUBLIC LAW 692**

Mr. FOGARTY. The committee will come to order. The committee has before it this afternoon Dr. Scheele, of the Public Health Service, and some of his assistants.

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**TREASURY AND POST OFFICE DEPARTMENTS  
APPROPRIATIONS, 1951**

---

**WEDNESDAY, JANUARY 25, 1950**

UNITED STATES SENATE,  
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,  
*Washington, D. C.*

The subcommittee met at 2:30 p. m., pursuant to call, in the Senate Appropriations Committee room, the Capitol, Hon. Burnet R. Maybank (chairman of the subcommittee) presiding.

Present: Senators Maybank, Hayden, McClellan, McKellar, Robertson, Cordon, and Saltonstall.

**TREASURY DEPARTMENT****STATEMENT OF HON. JOHN W. SNYDER, SECRETARY OF THE  
TREASURY, ACCOMPANIED BY EDWARD F. BARTELT, FISCAL  
ASSISTANT SECRETARY OF THE TREASURY****DISCUSSION OF PROCEDURE IN HEARING**

Senator MAYBANK. The committee will come to order, please.

Mr. Secretary, will you proceed? Would you prefer to read your statement?

---

<sup>1</sup> This style for House appropriation hearings only.



## SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

[Cheltenham Bold]

HEARING<sup>1</sup>

[Case 125]

BEFORE \_\_\_\_\_

[6-pt. caps]

## SUBCOMMITTEE OF THE

[Case 90]

## COMMITTEE ON \_\_\_\_\_

[Case 91]

## UNITED STATES SENATE

[Case 91]

82D CONGRESS

[10-pt. caps]

2D SESSION

[8-pt. caps]

ON \_\_\_\_\_ [6-pt. caps]

S. 0000

[Case 225]

A BILL (give full title) \_\_\_\_\_ [8-pt. caps]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[8-pt. caps]

Printed for the use of the Committee on \_\_\_\_\_

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1952[Personnel of committee to  
appear on back of title]<sup>1</sup> Same style for House of Representatives, except appropriation bills, sample of which is on p. 327.

SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

# INTERIOR DEPARTMENT APPROPRIATION BILL FOR 1952

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## HEARINGS

BEFORE A

### SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS UNITED STATES SENATE

82d CONGRESS

2d SESSION

ON

**H. R. 9621, H. R. 9622, H. R. 9623, H. R. 9624  
H. R. 9625, H. R. 7685**

BILLS MAKING APPROPRIATIONS FOR THE DEPARTMENT  
OF THE INTERIOR FOR THE FISCAL YEAR ENDING  
JUNE 30, 1952, AND FOR OTHER PURPOSES

---

Printed for the use of the Committee on Appropriations







Foreign  
Languages

Index



## 25. FOREIGN LANGUAGES

[Revised for this edition by committee consisting of GEORGE L. TRAGER, Director of Linguistic Research, Foreign Service Institute, Department of State, chairman; JOHN G. MUTZIGER, Chief of Linguistics Section, U. S. Board on Geographic Names; and HENRY L. SMITH, Jr., Director of School of Languages and Linguistics, Foreign Service Institute, Department of State]

### PURPOSE AND PLAN

The purpose of this section of the *STYLE MANUAL* is to provide a guide to the typography of the more important languages handled in this Office.

It has been designed to answer the needs of two categories of users:

1. Those who have very little or no knowledge at all of a language but seek to become more competent in following copy and syllabifying with at least a passing degree of accuracy; and

2. Those who have an academic knowledge of a language but lack the practical information belonging to the special field of typography, complete guidance to which is procurable only from advanced and foreign works.

To answer the needs of the former, there is presented first a sample of the language as it looks in print, followed by an adequate display of the alphabet and a helpful paragraph on special characters. This will be found fully adequate, for all practical purposes, to enable printers to follow copy competently, even though with but literal accuracy.

There is also included a brief discussion of pronunciation, so far as this can be described without special technical phonetic data, as a basis for the rules for syllabifying words in printing.

The rules for syllabifying follow, and these were formulated so that with the aid of the first four rules, which require no further knowledge of the language, a printer can syllabify with at least an 80-percent accuracy. The application of the remaining rules may require a further knowledge of the language, but these are intended essentially for the second category of users.

To answer the needs of this category fully, the rules for syllabifying are presented with utmost comprehensiveness, so that they cover all possible problems that may be encountered; and subjoined is also a selected list of illustrative word divisions, which may be used either for further study or reference. Other useful data on typography and bibliography are also included.

Dictionaries of languages other than English rarely show syllable division. This is due in part to the fact that many spelling systems are less complex than that of English, and therefore make it easier to divide words in writing according to the spoken syllable divisions. The rules stated in the following sections are intended to be summaries of the procedures actually followed by printers native to the languages.



## DANISH

Efterhaanden har de fleste officielle myndigheder faact overladt tjenestevogne, oftest endda med chauffør og ikke sjældent uden at en vogn rent umiddelbart synes nødvendig for vedkommende myndigheds personer. Hvorfor har Kongens foged ikke faact udleveret tjenestevogn endnu?—Politiken, København, den 17 august 1951.

### Alphabet and pronunciation

A	a	long: <i>a</i> in man; short: <i>a</i> in hat, and before or after <i>r</i> like <i>a</i> in father, but shorter
B	b	<i>b</i>
C	c	<i>s</i> in so before <i>e</i> , <i>i</i> , <i>y</i> , <i>æ</i> ; before <i>a</i> , <i>o</i> , <i>u</i> , or consonant, like <i>k</i> , and now generally written <i>k</i> ; <i>ch</i> like <i>sh</i> , or rarely like <i>k</i> ; now generally written <i>k</i> ; sometimes as though written <i>tj</i> ; combination <i>ci</i> before vowel, like <i>sh</i> ; letter <i>c</i> occurs only in foreign words
D	d	<i>d</i> at beginning of words; between vowel and unstressed <i>e</i> , between vowel and <i>j</i> , <i>l</i> , <i>m</i> , <i>n</i> , or <i>r</i> , and in final position, like <i>th</i> in father; silent before <i>s</i> or <i>t</i> , as well as in combination <i>nd</i> and <i>ld</i> in final position and before unstressed <i>e</i> ; often silent after <i>r</i> and at end of words
E	e	long: like <i>a</i> in care; short, stressed: like <i>e</i> in met; often like <i>e</i> in met, but tending toward <i>i</i> in pit; before <i>r</i> , like <i>a</i> in hat; before <i>g</i> or <i>j</i> , usually like <i>a</i> in hat; in word <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa; generally silent before <i>n</i>
F	f	<i>f</i>
G	g	<i>g</i> in go initially and before <i>t</i> ; between vowel (or sometimes consonant) and unstressed <i>e</i> , at end of word, and between vowel and consonant other than <i>t</i> , it has sound which may be made by trying to pronounce <i>g</i> in go without making contact between tongue and roof of mouth
H	h	<i>h</i> ; silent before <i>j</i> or <i>v</i>
I	i	long: <i>ee</i> in meet; short: <i>ee</i> in meet, but shorter; often like <i>e</i> in met, but tending toward <i>i</i> in bit
J	j	<i>y</i> in yes; silent (and now generally no longer written) after <i>g</i> or <i>k</i> followed by front vowel; in French words, like <i>sh</i>
K	k	<i>k</i>
L	l	<i>ll</i> in million
M	m	<i>m</i>
N	n	<i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>ng</i> in finger
O	o	long: <i>o</i> in go; short: <i>o</i> in November; often like <i>aw</i> in law, but shorter
P	p	<i>p</i> ; combination <i>ph</i> in foreign words, like <i>f</i> , and now usually written <i>f</i>
Q	q	always followed by <i>v</i> (or <i>u</i> ), combination being pronounced, and now usually written, <i>kv</i> ; occurs only in foreign words

R	r	sound made by scraping of air between back of tongue and roof of mouth, as in French; after vowel, its sound assumes quality of vowel
S	s	<i>s</i> in sing; combination <i>ss</i> , and in foreign words <i>sc</i> , like <i>s</i> in sing; combination <i>sj</i> , like <i>sh</i> ; followed by <i>i</i> plus another vowel, like <i>sh</i> ; in foreign words, <i>sch</i> and <i>sh</i> are pronounced like <i>sh</i>
T	t	<i>t</i> , at beginning of word; silent in word <i>det</i> and in ending <i>et</i> when unstressed; followed by <i>i</i> plus another vowel, like <i>sh</i>
U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; often like <i>o</i> in go, but shorter
V	v	<i>v</i> , before vowel or <i>r</i> and after long vowel; after short vowel, like <i>oo</i> in food; often silent after <i>l</i>
W	w	<i>v</i> ; in foreign words only
X	x	<i>ks</i> , or at beginning of words, like <i>s</i> in sing; now only in foreign words
Y	y	long: <i>ee</i> in meet, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ü</i> , French <i>u</i> ; short: <i>ee</i> in meet, but shorter, and with lips rounded as in pronouncing <i>oo</i> in food; resembles (short) German <i>ü</i> , French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	long: <i>e</i> in met, but longer; short: <i>e</i> in met; before or after <i>r</i> , like <i>a</i> in hat; formerly sometimes written <i>ä</i> ; in handwriting, usually <i>æ</i>
Ø	ø	<i>a</i> in care, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ö</i> , French <i>eu</i> ; formerly sometimes written <i>ö</i>
Å	å	long: <i>aw</i> in law, but tending toward <i>o</i> in go; short: <i>aw</i> in law, but shorter, and tending toward <i>o</i> in go; formerly written <i>aa</i> , and still so written by many (as in the sample of the language at top of p. 330)

### Special characters

Danish uses the Latin alphabet with the addition of the following special characters: *Æ æ*, *Ø ø*, and *Å å*.

The *c*, *q*, *w*, *x*, and *z* are used in words of foreign origin and in proper names.

Until quite recently, *aa* was written for *å*, and in dictionaries, indexes, telephone directories, etc., was found either preceding *a* or following it. Now the tendency is to place it at the end of the alphabet. The letter *w* is often regarded as a mere variant writing for *v*, and in dictionaries, etc., the *w*'s are then found interspersed with the *v*'s; otherwise, *w* follows *v*.

Fraktur type (German text) is scarcely in use today.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å*; the back vowels being *a*, *o*, *u*, and *å*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are consonants.

### Combinations of vowel sounds (diphthongs)

*aj* (formerly *ai*) as *ai* in aisle

*au* (*av*) as *ou* in house

*eg* as *ey* in grey

*ej* (formerly *ei*) as *ey* in grey

*eu* (*ev*) as *e* in met plus *u*

*iv* as *ee* in meet plus *u*

*oi* as *oy* in boy

*ou* as *oo* in food

*ov* as *o* in go

*yv* as (Danish) *y* plus *u*

*æv* as *e* in met plus *u*

*øq* as *oy* in boy

*øj* (formerly *øi*) as *oy* in boy

*øv* as *ø* plus *u*

**Combinations of consonantal letters (digraphs)**

*ch* as *tj* or *sj* or *k*, depending on language of origin

*cz* as *tj* or *ts*, depending on language of origin

*hj* as *j*

*hv* as *v*

*ng* see under *n* in Alphabet and pronunciation

*ph* as *f*

*ps* as *s*

*qv* as *kv*

*sc* as *s*

*sch* as *sj*

*sh* as *sj*

*sj* see under *s* in Alphabet and pronunciation

*th* as *t*

*wh* as *v*

**Consonantal units**

Includes all the combinations given under Combinations of consonantal letters (digraphs) and the following: *gj*, *kj*, *kl*, *kv*, *lj*, *sk*, *skj*, *sp*, *spr*, *st*, *str*, and *sv*.

**Rules for syllabification**

1. Diphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *Ba-lance*, *Hvi-sken*, *Hu-stru*, *Bøj-ning*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Af-ten*, *dan-ske*, *sek-sten*, *tjenst-lig*, *blom-stre*.

4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Fri-er*, *Lej-er*.

5. Certain adverbial prefixes are kept intact. These are: *ad*, *af*, *an*, *bag*, *be*, *bi*, *bort*, *efter*, *er*, *for*, *fra*, *frem*, *ge*, *in*, *ind*, *med*, *mis*, *ned*, *om*, *op*, *over*, *paa*, *til*, *ud*, *ude*, *und*, *under*, and *ved*: *ad-splitte*, *Af-drift*, *An-drag*, *Bag-slag*, etc.

6. Certain suffixes are kept intact. These are: *agtig*, *artig*, *hed*, and *inde*: *barn-agtig*, *egen-artig*, *Mat-hed*, *Mester-inde*.

7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *Aften-avis*, *Aften-blad*, *Aftens-tid*.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Pa-riot*, *me-trisk*, *Repu-blik*, *eks-trem*, *Post-skriptum*, *Shake-speare*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Hemi-sfære*, *Dia-gnose*.

**Illustrative word divisions**

[The numbers in parentheses refer to the syllabification rules]

af-bræk-ke	(5, 3)	ned-sla-gen	(5, 2)
ame-ri-kan-ske	(2, 2, 3)	om-ar-bej-de	(5, 3, 2)
An-dra-gen-de	(5, 2, 3)	op-hæn-ge	(5, 3)
Ar-kæ-o-lo-gi	(3, 4, 2, 2)	Over-ens-komst	(5, 7)
Be-skæf-ti-gel-se	(5, 3, 2, 3)	på-dra-ge	(5, 2)
der-ef-ter	(7, 3)	på-gjæl-de	(5, 3)
egen-ar-tig	(6, 3)	pa-ra-graf	(2, 8)
Eks-a-men	(8, 2)	pa-tri-o-ti-ske	(8, 4, 2, 2)
Eks-em-plar	(8, 8)	Re-gje-ring	(2, 2)
en-gel-ske	(3, 3)	Re-pre-sen-ta-tion	(8, 2, 3, 2)
Er-ind-ring	(5, 3)	Re-pu-blik	(2, 8)
eu-ro-pæ-i-ske	(2, 2, 4, 2)	re-pu-bli-ka-ni-ske	(2, 8, 2, 2, 2)
for-en-te	(5, 3)	sam-men-brin-ge	(3, 7, 3)
gjen-gjæl-de	(3, 3)	Selv-an-kla-ge	(7, 5, 2)
Halv-å-rig	(7, 2)	Ska-des-er-stat-ning	(2, 7, 3, 3)
hin-an-den	(7, 3)	Stats-for-fat-ning	(7, 3, 3)
Ind-plan-te	(5, 3)	sy-ste-ma-tisk	(2, 2, 2)
in-ter-es-sant	(3, 8, 3)	Ti-den-de	(2, 3)
ka-mou-fla-ge	(2, 8, 2)	Tids-reg-ning	(7, 3)
Kjends-gjer-ning	(7, 3)	Tids-skrif-te	(7, 3)
mid-ship-mand	(8, 3)	til-græn-sen-de	(5, 3, 3)
Mis-tviv-le	(5, 3)	Ti-pfen-nig	(7, 3)



*Illustrative word divisions—Continued*

tjenst-skyl-dig	(7, 3)	uor-dent-lig	(3, 3)
tre-å-rig	(7, 2)	uret-mæs-sig	(3, 3)
ty-de-lig	(2, 2)	uvil-kår-lig	(3, 3)
Ud-ar-bej-de	(5, 3, 2)	Vå-ben-ø-vel-se	(2, 7, 2, 3)
Ude-stå-en-de	(5, 4, 3)	Ved-bli-ven	(5, 2)
Und-dra-ge	(5, 2)	vel-ær-ver-dig	(7, 3, 3)
Un-der-of-fi-cer	(3, 5, 3, 2)	Yt-rings-fri-hed	(3, 7, 6)
un-der-skri-ve	(3, 5, 2)	Ærg-rel-se	(3, 3)
Und-skyld-ning	(5, 3)	øn-ske-lig	(3, 2)

**Stress and diacritics**

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-*, *er-*, *for-*, *ge-*, in which case the following syllable is stressed. Foreign words, especially those of French origin, are usually accented on the last, or next to the last, syllable. In compound words, the first component receives the primary stress; the second receives secondary stress.

In stressed syllables, vowels are generally long before one consonant or none, and short before two or more consonants. There are, however, many exceptions, especially in that a long vowel is often found before two or more consonants. Some monosyllables, which are generally weakly stressed in the sentence, are short, even when they end in a vowel or single consonant.

In unstressed syllables, the vowel is always short. If a word, having, when it stands alone, a long vowel, occurs unstressed in a spoken sentence, the vowel in question is pronounced short.

Characteristic of Danish is an unwritten sound, called the *stød*, or glottal stop; i. e., a closure of the vocal cords, followed by a sudden opening of them. The sound, resembling a slight cough, occurs often in English before stressed vowels, but speakers of English are scarcely aware of it.

The *stød* occurs only in stressed syllables. It is used both after vowels and after voiced consonants following a vowel. It does not occur in a word or syllable which is made up of a short vowel followed by one or more of the consonants *p*, *b*, *t*, *d*, *k*, *g*, *f*, or *s*, nor in any word or syllable ending in a short vowel. It is also usually absent from the first part of compound words, even where the uncompounded form would have a *stød*. Otherwise, the *stød* is found in all monosyllables and in some polysyllables, especially foreign loanwords. It is also found in polysyllabic second members of compounds, even where, uncompounded, the word would have no *stød*.

However, the presence or absence of the *stød* cannot be determined from the written form of the word, but must be known for each word itself, and even for each form of the word. A word which is pronounced with a *stød* when stressed may lose it if it is weakly stressed in a sentence.

With the exception of *ä*, *å* (variants for *æ*), and *ø* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

**Capitalization**

Capitalization is as in English, except that the pronouns *De*, *Dem*, and *Deres* are capitalized, as is the familiar form of the pronoun *I*. Until recently, all nouns were capitalized, as in German. Proper adjectives are lowercased.

**Punctuation**

Punctuation is practically the same as in English, except that all dependent clauses are set off by commas.

## Abbreviations

Adrs.	Adresse, address, c/o	Hds. M.	Hendes Majestæt, Her Maj- esty
afs.	afsender, sender	Hr.	Herr, sir, Mr.
ang.	angående, concerning	if.	ifølge, according to
Anm.	Anmærkning, remark, ob- servation	jf., jfr.	jevnfør, compare
A/S	Aktieselskab, joint-stock company	kap.	kapitel, chapter
b., bd.	bind, volume, volumes	kgl.	kongelig, royal
bl. a.	blandt andet, blandt an- dre, among other things, or others	kl.	klokken, o'clock; klasse, class
d.	død, dead	Kpt.	Kaptejn, captain
d. Å.	dette År, this year	kr.	krone, crown; kroner, crowns (coin)
d. d.	dags dato, the date of the day, this day	m. a. o.	med andre ord, in other words
d. m.	denne måned, this month	m. fl.	med flere, with others, and others
Dr.	Doktor, doctor	m. h. t.	med hensyn til, with re- gard to
d. v. s.	det vil sige, that is, that is to say	m. m.	med mere, et cetera, and more, and so forth
eks.	eksempel, example (illus- tration), e. g.	N. B.	nota bene, mark (notice) well
e. m.	eftermiddag, afternoon, p. m.	N. N.	nomen nescio, Mr. * * *, Mr. such a one
etc.	et cetera, et cetera	Nr.	nummer, number
f.	født, born	obs.	observer, observe
f. Å.	forrige År, last year	o. s. v.	og saa videre, and so forth, etc.
f. eks.	for eksempel, for instance	p. s.	postskriptum, postscript
ff.	følgende, the following	R.	Ridder, knight
fhv.	forhenværende, former, late	Red.	Redaktør, editor
Fig.	Figur, figure	s.	side, page; sider, pages
f. m.	formiddag, forenoon, a. m.	s. d.	samme dato, same date
forf.	forfatter, author	sml.	sammenlign, compare
Frk.	Frøken, Miss	S. u.	Svar udbedes, an answer is requested
gl.	gammel, old	vedr.	vedrørende, concerning
H. M., Hs. M. }	Hans Majestæt, His Maj- esty		

## Cardinal numbers

en (een, et)	one	tyve	twenty
to	two	en og tyve, etc.	twenty-one, etc.
tre	three	tredive (tredve)	thirty
fire	four	fyrretyve (fyrre, fyre)	forty
fem	five	halvtre(d)sin(d)styve	fifty
seks	six	(halvtreds)	
syv	seven	tre(d)sin(d)styve (tres)	sixty
otte	eight	halvfjerdsindstyve	seventy
ni	nine	(halvfjerds)	
ti	ten	firsindstyve (firs)	eighty
elleve (elve)	eleven	halvfemsindstyve	ninety
tolv	twelve	(halvfems)	
tretten	thirteen	hundrede	hundred
fjorten	fourteen	hundrede og en, etc.	one hundred and one, etc.
femten	fifteen	tohundrede, etc.	two hundred, etc.
seksten	sixteen	tusind(e)	thousand
sytten	seventeen		
atten	eighteen		
nitten	nineteen		

**Ordinal numbers**

første	first	syttende	seventeenth
anden	second	attende	eighteenth
tredje	third	nittende	nineteenth
fjerde	fourth	tyvende	twentieth
femte	fifth	en og tyvende, etc.	twenty-first, etc.
sjette	sixth		
syvende	seventh	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtre(d)sindstyvende	fiftieth
tiende	tenth	tre(d)sindstyvende	sixtieth
ellevte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettende	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første, etc.	hundred and first, etc.
femtende	fifteenth		
sekstende	sixteenth		

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have the same form for cardinals and ordinals.

**Months**

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
marts	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

**Days**

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

**Seasons**

forår	spring	efterår	autumn
sommer	summer	vinter	winter

**Time**

time	hour	måned	month
dag	day	aar	year
uge	week		

REFERENCES.—Henni Forchhammer, *How To Learn Danish* (1932); A. Arnholtz und C. A. Reinhold, *Einführung in das Dänische Lautsystem* (1936); Ingeborg Stemmann, *Danish* (1938); G. Langenscheidt og H. Henningsen, *Lommeordbog Over det Danske og Tyske Sprog* (1941); Johs. Magnussen, *Otto Madsen og Herman Vinterberg, Dansk-Engelsk Ordbog* (1943); Jeannette Dearden and Karin Stig-Nielsen, *Spoken Danish* (1945).



## DUTCH

Nu is het duidelijk, dat het duratieve aspect in de feitelijke handeling moeilijk tot zijn recht kan komen. Men kan wel stilstaan op een plaats, maar niet stilstaan in de tijd. De enige middelen, die hier practisch ten dienste staan, zijn de herhaling en de vertraging. Van beide vindt men in allerlei godsdienstige rituelen voorbeelden.—Held: Magie, Hekserij en Toverij, Groningen (1950), p. 10.

### Alphabet and pronunciation

A	a	<i>a</i> in father, watch	O	o	<i>o</i> in often, low
B	b	<i>b</i> ; <i>p</i> at end of words	P	p	<i>p</i>
C	c	<i>k</i> ; <i>s</i> before <i>e</i> , <i>i</i> , <i>y</i>	Q	q	<i>q</i>
D	d	<i>d</i> ; <i>t</i> at end of words	R	r	<i>r</i>
E	e	<i>e</i> in met; <i>a</i> in fate	S	s	<i>s</i> in sister
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>ch</i> in German auch	U	u	<i>u</i> in sure; also almost like <i>ee</i> in eel or like French <i>u</i> or German <i>ü</i>
H	h	<i>h</i>	V	v	<i>v</i> ; <i>f</i> at end of words
I	i	<i>i</i> in fit, police	W	w	<i>w</i>
J	j	<i>y</i> in yet; like English <i>z</i> in azure in some words	X	x	<i>x</i>
K	k	<i>k</i>	Y	y	<i>i</i> in fit
L	l	<i>l</i>	Z	z	<i>z</i> ; <i>s</i> at end of words
M	m	<i>m</i>			
N	n	<i>n</i>			

### Special characters

Dutch uses the Latin alphabet; and with the exception of the circumflex and acute accents, which it uses only to a small extent, it has no special characters.

The letters *ij* are treated like a ligature. When they begin a capitalized word, both letters must be uppercased, thus: *IJ*sland, Iceland; *IJ*verig, zealous.

### Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, and *y*; the remaining characters are all consonants. The so-called double vowels, *aa*, *ee*, *oo*, and *uu*, are merely lengthened sounds of their respective single forms; thus *aa* is like *aa* in Saar, *ee* like *e* in egg, *oo* like *o* in rose (never like *oo* in good), *uu* like *u* in sure. Double vowels are regarded by most grammarians as single characters rather than diphthongs.

### Diphthongs

The diphthongs are pronounced approximately as follows:

<i>ai</i> as <i>ai</i> in aisle	<i>ieu</i> as <i>eu</i> in reunion
<i>au</i> as <i>ou</i> in house	<i>ij</i> as <i>ai</i> in aisle
<i>au</i> as <i>ou</i> in house	<i>oe</i> as <i>oe</i> in shoe
<i>eeu</i> as <i>a</i> in fate followed by French <i>u</i> or German <i>ü</i>	<i>oei</i> as <i>uoy</i> in buoy
<i>ei</i> as <i>ai</i> in aisle	<i>ooi</i> as <i>oy</i> in annoy
<i>eu</i> as <i>er</i> in her	<i>ou</i> as <i>ou</i> in house
<i>ie</i> as <i>ie</i> in pier	<i>ui</i> as <i>urry</i> in furry

## Digraphs

The digraphs and their sounds are:

*ch* like German *ch* <sup>1</sup>  
*ph* as *f*  
*qu* like English *qu*

*sch* as *s* plus *ch* or *s* <sup>2</sup>  
*sj* as *sh* in shall  
*th* as *t*

## Rules for syllabification

1. Double vowels, diphthongs, and digraphs may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant or a digraph: *le-ven*, *leu-gen*, *la-chen*, *vrou-wen*, *le-raar*.

3. In a group of two or more consonants, division is made before the last consonant or digraph: *heb-ben*, *amb-ten*, *man-che*; but if one of the consonants is *s* preceded by another consonant, the *s* goes over: *kor-sten*, *ern-stig*, *Pink-ster*.

4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *zaai-en*, *knie-ën*, *spi-on*.

5. Certain adverbial prefixes are kept intact. These are: *aan*, *achter*, *af*, *be*, *bij*, *daar*, *door*, *er*, *ge*, *heen*, *her*, *in*, *mede*, *mein*, *mis*, *na*, *neder*, *neer*, *om*, *on*, *onder*, *ont*, *oor*, *op*, *over*, *samen*, *tegen*, *terug*, *toe*, *uit*, *ver*, *voor*, *voort*, *wan*, *weder*, and *weg*: *aan-arden*, *achter-eind*, *af-breken*, *be-drog*, etc.

6. Certain suffixes are kept intact. These are: *aard*, *aardig*, *achtig*, *heid*, *je*, *pje*, *schap*, *sche*, *ske*, *ste(n)*, *ster*, and *tje*: *dronk-aard*, *eigen-aardig*, *zak-achtig*, *oord-je* (little place), *oor-tje* (little ear), *boom-pje*, *hoog-ste*, *bak-ster*.<sup>3</sup>

7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *eer-ambt*, *angst-kreet*. The compounding *s*, if used, is kept with the preceding component: *rijks-ambt*, *volks-eenheid*.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *repu-bliek*, *por-tret*, *Trans-atlantisch*, *Washington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostisch*, *proto-plasma*; but *interesse* has been naturalized and is divided *inte-resse*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aam-bor-stig	(3, 3)	in-te-res-se	(3, 2, 3)
aan-prij-zen	(5, 2)	kun-ste-naar	(3, 2)
ach-ter-uit-gang	(3, 5, 5)	me-de-stan-der	(2, 5, 3)
Ame-ri-kaan-se	(2, 2, 3)	mees-ter-stuk-jes	(3, 7, 6)
Am-ster-dam	(3, 3)	mein-e-dig-heid	(5, 2, 6)
be-slis-sin-gen	(5, 3, 3)	mi-cro-me-trisch	(8, 2, 8)
bi-bli-o-theek	(8, 4, 2)	mis-brui-ken	(5, 2)
bij-een-bren-gen	(5, 7, 3)	moei-lijk-heid	(2, 6)
con-sti-tu-tie	(3, 2, 2)	na-druk-ken	(5, 3)
con-sti-tu-ti-o-neel	(3, 2, 2, 4, 2)	ne-der-knie-len	(2, 5, 2)
daar-op-vol-gend	(5, 5, 3)	Ne-der-lan-der	(2, 5, 3)
des-a-vou-e-ren	(8, 2, 4, 2)	Ne-der-land-se	(2, 5, 6)
door-draai-en	(5, 4)	neer-slach-tig	(5, 3)
En-gel-se	(3, 3)	om-stan-dig-heid	(5, 3, 6)
er-ach-ten	(5, 3)	on-der-druk-ken	(3, 5, 3)
ge-brui-ker	(5, 2)	on-er-va-ren	(5, 3, 2)
ge-meen-schap-pe-lijk	(2, 3, 3, 2)	ont-e-ren	(5, 2)
heen-snel-len	(5, 3)	oor-spron-ke-lijk	(5, 3, 2)
her-e-ni-gen	(5, 2, 2)	op-hel-de-re-ning	(5, 3, 2, 2)
in-acht-ne-ming	(5, 7, 2)	op-ont-houd	(5, 5)
in-dus-trie	(3, 8)	pro-spec-tus	(8, 3)

<sup>1</sup> This sound of *ch* is for words of native origin only. In words of French origin *ch* is pronounced as in French (like *sh*) and in words of Greek origin like *ch* in *chorus*.

<sup>2</sup> The digraph *sch* has two sounds. At the beginning of a word and at the beginning of a syllable preceded by a prefix it is pronounced like *s* plus the Dutch *ch*; elsewhere like English *s*.

<sup>3</sup> The suffixes listed must be distinguished from the same letter combinations that are not suffixes and are not appended to a meaningful word. Thus *ste* in *beste* is not a suffix, as *be* is not a word. Likewise *aard* in *veinzaard* and *grijnzaard* is not a suffix in the above sense, as there are no words *veinz* and *grijnz*. Properly, *veinzaard* and *grijnzaard* are derivatives of *veinzen* and *grijnzen* and are syllabified according to rule 3; i. e., *vein-zaard*, *grijn-zaard*, and *beste* is syllabified *bes-te*.



*Illustrative word divisions—Continued*

re-ge-ring	(2, 2)	uit-oe-fe-nen	(5, 2, 2)
re-pu-bliek	(2, 8)	ver-e-nig-de	(5, 2, 3)
re-pu-blie-keins	(2, 8, 2)	voor-af-gan-de	(5, 3, 3)
sa-men-stel-ling	(2, 5, 3)	voort-breng-sel	(5, 3)
te-gen-ant-woord	(2, 5, 3)	wan-trou-wen-dig	(5, 2, 3)
te-rug-ei-sen	(2, 5, 2)	we-der-op-bou-wen	(2, 5, 5, 2)
tijd-schri-f-ten	(7, 3)	weg-sprin-gen	(5, 3)
toe-tre-den	(5, 2)	zelf-re-ge-ring	(7, 2, 2)

**Stress and diacritics**

The stress in Dutch words falls on the root syllable in simple words and on the main component (usually the first) in compound words: *beSTELlen* (to order), *SCHOOLboek* (schoolbook). Words of foreign origin keep their own characteristic stress.

Diacritical marks are used to a limited extent in Dutch. The circumflex is used to indicate the contraction of two syllables into one, if the contraction is unusual: *daân* for *daden* (deeds), *liên* for *lieden* (people). The dieresis (trema) is used to indicate that the vowel over which it is placed does not form a diphthong with the preceding vowel but is pronounced separately: *zeeën* (pronounced *zay'-en*), seas; *oliën* (pronounced *olee'-en*), to oil. The acute is used to give added emphasis: *dáár* is *het*, there it is, but *daar* is *hij eindelijk*, there he is finally; *één gulden*, one guilder, but *een gulden*, a guilder.

**Capitalization**

Capitalization in Dutch is similar to that in English, but with the following differences:

If the first word of a sentence is a single letter only, the word goes lowercase and the next one is capitalized: *'s Avonds is het koud*, in the evening it is cold. *'k Weet niet wat hij zegt*, I do not know what he says.

The first-person pronoun, *ik* (I), is not capitalized, but the second-person pronouns *U* (you), *Uw* (your), and *Gij* (you), are generally capitalized in personal correspondence.

The name particles *de*, *ten*, *van*, if not preceded by the Christian name, are capitalized; otherwise, lowercased.

**Punctuation and hyphenation**

Punctuation and hyphenation are similar to the usages in German (q. v.). The apostrophe, however, is used not only to indicate abbreviations or contractions but also to form the plural and possessive of foreign loanwords: *'n paard* (for *een paard*), a horse; *'s avonds* (for *des avonds*), in the evening; *'t huis* (for *te huis*), at home; *'k heb* (for *ik heb*), I have; *sofa's*, sofas; *Maria's*, Mary's.

**Abbreviations**

A. P.	Anno Passato, in the past year; Amsterdams Peil, Amsterdam ordinance datum	jr.	jaar, year
b. v.	bij voorbeeld, for example, e. g.	ll.	laatstleden, last, ult.
dgl.	dergelijke, such	Mej.	Mejuffrouw, Miss
d. i.	dat is, that is, i. e.	Mev.	Mevrouw, Mrs.
dl.	deel, part, volume	Mnr.	Mijnheer, Mr.
e. g.	eerstgenoemde, the former, the before-mentioned	Mpy. or My.	Maatschappij, society, company
enz.	en zoo voort, and so forth, etc.	Ndl.	Nederland, The Netherlands
e. v.	eerstvolgende, the following, next	nl.	namelijk, namely, viz
geb.	geboren, born, né(e)	n. m.	namiddag, post meridiem, p. m.
Gebr.	Gebroeders, Brothers, Bros.	N. V.	Naamloze Vennootschap, limited-liability company
Geref.	Gereformeerde, Reformed, Calvinist	o. a.	onder andere, among others
Hfst.	Hoofdstuk, chapter	ong.	ongeveer, about, ca.
H. M.	Haar Majesteit, Her Majesty	Opm.	Opmerking, remark
i. p. v.	in plaats van, instead of	p. a.	per adres, c/o
jl.	jongstleden, last, ult.	p. st.	pond sterling, pound sterling, £
Jr.	Junior, junior	Sen. or Sr.	Senior, senior
		UED.	Uwe Edelheid, Your Honor
		vgl.	vergelijk, compare, cf.
		v. m.	voormiddag, ante meridiem, a. m.



**Cardinal numbers**

één	one	achttien	eighteen
twee	two	negentien	nineteen
drie	three	twintig	twenty
vier	four	één en twintig, etc.	twenty-one, etc.
vijf	five	dertig	thirty
zes	six	veertig	forty
zeven	seven	vijftig	fifty
acht	eight	zestig	sixty
negen	nine	zeventig	seventy
tien	ten	tachtig	eighty
elf	eleven	negentig	ninety
twalf	twelve	honderd	hundred
dertien	thirteen	honderd (en) één	one hundred and one
veertien	fourteen	tweehonderd	two hundred
vijftien	fifteen	duizend	thousand
zestien	sixteen		
zeventien	seventeen		

**Ordinal numbers**

eerste	first	zestiende	sixteenth
tweede	second	zeventiende	seventeenth
derde	third	achttiende	eighteenth
vierde	fourth	negentiende	nineteenth
vijfde	fifth	twintigste	twentieth
zesde	sixth	één en twintigste	twenty-first
zevende	seventh	dertigste	thirtieth
achtste	eighth	veertigste	fortieth
negende	ninth	vijftigste	fiftieth
tiende	tenth	zestigste	sixtieth
elfde	eleventh	zeventigste	seventieth
twalfde	twelfth	tachtigste	eightieth
dertiende	thirteenth	negentigste	ninetieth
veertiende	fourteenth	honderdste	hundredth
vijftiende	fifteenth	duizendste	thousandth

**Months**

Januari (Jan.)	January	Juli	July
Februari (Feb.)	February	Augustus (Aug.)	August
Maart	March	September (Sept.)	September
April (Apr.)	April	October (Oct.)	October
Mei	May	November (Nov.)	November
Juni	June	December (Dec.)	December

**Days**

Zondag	Sunday	Donderdag	Thursday
Maandag	Monday	Vrijdag	Friday
Dinsdag	Tuesday	Zaterdag	Saturday
Woensdag	Wednesday		

**Seasons**

lente, voorjaar	spring	herfst, najaar	autumn
zomer	summer	winter	winter

**Time**

uur, stond	hour	maand	month
dag	day	jaar	year
week	week		

REFERENCES.—E. Vrieze, *De Nieuwe Spelling* 1946 . . . (1946); T. G. G. Valette, *Dutch Conversation Grammar* (1928); F. G. Renier, *Learn Dutch! A Dutch Grammar* (1942); J. van Ham en S. Hofker, *Beknopte Nederlandse Spraakkunst* (1939); Kramer's *Engels-Nederlands en Nederlands-Engels Woordenboek* (1950); L. Bloomfield, *Spoken Dutch* (1944).

## FINNISH

Nimitystä tavu käytetään fonetikassa useissa eri merkityksissä, ja siitä annetut määritelmät perustuvat suureksi osaksi subjektiiviseen arviointiin. Onpa sentähden eräällä taholla tahdottu eliminoida koko tavun käsite fonetiikasta.—Äimä, Yleisen Fonetiikan Oppikirja (1938), p. 203.

### Alphabet and pronunciation

A	a	<i>a</i> in father, sofa	P	p	<i>p</i>
B	b	<i>b</i>	Q	q	<i>q</i>
C	c	<i>c</i> in calm or in cease	R	r	<i>r</i> , trilled
D	d	<i>d</i>	S	s	<i>s</i> in so
E	e	<i>e</i> in met	T	t	<i>t</i>
F	f	<i>f</i>	U	u	<i>u</i> ; as <i>oo</i> in boot, but short
G	g	<i>g</i> in game	V	v	<i>v</i>
H	h	<i>h</i>	X	x	<i>x</i>
I	i	<i>i</i> in pit	Y	y	like German <i>ü</i> or like French <i>u</i>
J	j	<i>y</i> in yet	Z	z	<i>s</i> or <i>ts</i>
K	k	<i>k</i>	Ä	ä	<i>a</i> in hat
L	l	<i>l</i>	Ö	ö	like German <i>ö</i> or like French <i>eu</i>
M	m	<i>m</i>			
N	n	<i>n</i>			
O	o	<i>o</i> in note, but short			

### Special characters

Finnish uses the Latin alphabet with the addition of the following special characters: Ä ä and Ö ö.

The letters *b*, *c*, *f*, *g*, *x*, and *z* do not occur in native Finnish words and are not mentioned even in the alphabets of some Finnish grammars. However, the standard dictionaries, containing words of foreign origin, list them in the alphabetic order shown above.

### Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, *y*, *ä*, and *ö*, the remaining letters being all consonants. The doubled vowel letters, *aa*, *ee*, *ii*, *oo*, *uu*, *yy*, *ää*, and *öö* represent sounds the same as, but about twice as long as, their corresponding single ones.

### Diphthongs

The diphthongs and their sounds are:

*ai* as *ai* in aisle  
*au* as *ow* in how  
*ei* as *ei* in eight  
*eu* like Finnish *e* plus *u*  
*ie* like Finnish *i* plus *e*  
*iü* like Finnish *i* plus *u*  
*oi* as *oi* in oil  
*ou* as *ow* in low

*ui* like Finnish *u* plus *i*  
*uo* like Finnish *u* plus *o*  
*yi* like Finnish *y* plus *i*  
*yö* like Finnish *y* plus *ö*  
*äi* like Finnish *ä* plus *i*  
*äy* like Finnish *ä* plus *y*  
*öi* like Finnish *ö* plus *i*  
*öy* like Finnish *ö* plus *y*

The diphthongs *ie*, *uo*, *yö*, *eu*, *iü*, *yi*, *ai*, *äy*, *öi*, and *öy* are sounded as indicated above, i. e., like their constituent separate letters but in quick succession, *ie*, *uo*, *yö* having the main stress on the second vowel, the others on the first. The above combinations, except those ending in *i*, are diphthongs only at the beginning of a word or of a compound constituent; elsewhere they are separate vowels and may be divided: *tapa-us*, *kope-us*, *kieli-en*.

### Rules for syllabification

1. Double vowels and diphthongs may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant: *ka-la*, *neu-lat*, *vää-ryys*.
3. In a group of two or more consonants, division is made before the last consonant: *kuk-ka*, *silp-pu*, *myrs-ky*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and a vowel: *lapsi-en*, *asi-asta*, *eri-ävä*.
5. Compound words are divided according to their component parts (and each part according to rules 1 to 4): *maa-alue*, *ilman-ala*, *esi-isä*.
6. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Shake-speare*, *kon-gressi*, *mono-grammi*, *me-tri*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *apo-pleksia*, *dia-gnostinen*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ah-dis-tan	(3, 3)	oi-ke-us-a-sia	(2, 4, 5, 2)
ai-no-as-taan	(2, 4, 3)	omis-ta-ja	(3, 2)
aja-tus-ai-ka	(2, 5, 2)	ope-tus-ai-ne	(2, 5, 2)
al-keis-o-pe-tus	(3, 5, 2, 2)	osit-tai-nen	(3, 2)
al-ku-o-sa	(3, 5, 2)	pam-flet-ti	(6, 3)
ame-ri-ka-lai-nen	(2, 2, 2, 2)	pa-raas-tan	(2, 3)
bil-joo-na	(3, 2)	piis-pan-is-tuin	(3, 5, 3)
brit-ti-läi-nen	(3, 2, 2)	poik-ke-us	(3, 4)
de-mo-kraat-ti	(2, 6, 3)	pääl-lik-kyys	(3, 3)
Eng-lan-ti	(3, 3)	ran-gais-ta-va	(3, 3, 2)
epä-o-leel-li-nen	(4, 2, 3, 2)	rau-ta-tie	(2, 2)
etu-oi-ke-us	(5, 2, 4)	ri-kok-sel-li-nen	(2, 3, 3, 2)
huo-li-mat-ta	(2, 2, 3)	sai-ras-a-pu	(2, 5, 2)
hy-dro-sta-tiik-ka	(6, 6, 2, 3)	sa-man-ai-kai-nen	(2, 5, 2, 2)
il-man-a-la	(3, 5, 2)	sat-tu-moi-sin	(3, 2, 2)
kan-sa-lais-oi-ke-us	(3, 2, 5, 2, 4)	sa-tun-nai-nen	(2, 3, 2)
kan-sal-li-nen	(3, 3, 2)	sei-sah-dus	(2, 3)
kau-em-mak-si	(4, 3, 3)	se-lit-te-ly	(2, 3, 2)
ko-mi-sa-ri-us	(2, 2, 2, 4)	sel-väs-ti	(3, 3)
lii-al-li-nen	(4, 3, 2)	sem-min-kin	(3, 3)
lu-et-te-lo	(4, 3, 2)	seu-rus-te-lu	(2, 3, 2)
muu-ka-lai-nen	(2, 2, 2)	sih-tee-ri	(3, 2)
muut-tu-ma-ton	(3, 2, 2)	si-jais-kans-le-ri	(2, 5, 3, 2)
myön-tei-nen	(3, 2)	Suo-ma-lai-nen	(2, 2, 2)
nais-a-sia	(5, 2)	suo-si-ol-li-ses-ti	(2, 4, 3, 2, 3)
neu-vok-ki	(2, 3)	ta-val-li-nen	(2, 3, 2)
neu-vot-te-lu	(2, 3, 2)	teh-taa-lai-nen	(3, 2, 2)
ni-mi-kir-joi-tus	(2, 5, 3, 2)	xe-ro-ftal-mia	(2, 6, 3)
nä-en-näi-ses-ti	(4, 3, 2, 3)	Yh-dys-Val-lat	(3, 5, 3)

### Diacritics and stress

With the exception of *ä* and *ö*, Finnish uses no diacritics. Stress is always on the first syllable.

### Capitalization

Capitalization is similar to that in English, except that months, days of the week, and proper adjectives are lowercased.

### Punctuation

Punctuation is similar to that in English. The apostrophe is used to separate a proper noun from its inflection as well as to show elision.



## Abbreviations

a. p.	aamupäivällä, before noon	n. s.	niin sanottu, so called
Arv.	Arvoisa, esteemed	nyk.	nykyinen, current
ed.	edellinen, former, foregoing	p.	penni, penniä, penny, pence; päivä, day, date
ent.	entinen, past, old	p. a.	painoarkki, printed sheet
e. pp.	edellä puolenpäivän, before noon	R:va or Rva	Rouva, madam
esim.	esimerkiksi, for example, e.g.	s. or siv.	sivu, sivulla, page, pages
H:ra or Hra	Herra, Mr., Sir	seur.	seuraava, following, next
i. p.	iltapäivällä, afternoon, p.m.	s. o.	se on, that is, i. e.
j. n. e.	ja niin edespäin, and so on	s. v.	samana vuonna, same year
j. pp.	jälkeen puolenpäivän, afternoon, p. m.	t.	tai, or
k-lo	kello, hour, o'clock	t. k.	tämän kuun, this month
ks.	katso, see, compare, cf.	t. m. s.	tai muuta semmoista, and so on
l.	eli, or	Tri	Tohtori, doctor
m.	minuutti, minute(s)	t. v.	tänä vuonna, this year
mk(k).	markka(a), mark(s)	v.	vuosi, year
Muist.	Muistutus, note	vert. or vrt.	vertaa, compare, cf.
nim.	nimittäin, namely, viz	y. m.	ynnä muuta, etc.
N:o or N <sup>o</sup>	numero, number		

## Cardinal numbers

yksi	one	kolmetoista, etc.	thirteen, etc.
kaksi	two	kaksikymmentä	twenty
kolme	three	kaksikymmentäyksi	twenty-one
neljä	four	kaksikymmentäkaksi, etc.	twenty-two, etc.
viisi	five	kolmekymmentä, etc.	thirty, etc.
kuusi	six	sata	hundred
seitsemän	seven	satayksi, etc.	one hundred and one, etc.
kahdeksan	eight	kaksisataa	two hundred
yhdeksän	nine	tuhat	thousand
kymmenen	ten		
yksitoista	eleven		
kaksitoista	twelve		

## Ordinal numbers

ensimmäinen	first	kahdeskymmenes	twentieth
toinen	second	kahdeskymmenesensimmäinen	twenty-first
kolmas	third	kahdeskymmenestoinen, etc.	twenty-second, etc.
neljäs	fourth	kolmaskymmenes, etc.	thirtieth, etc.
viides	fifth	sadas	hundredth
kuudes	sixth	sadasensimmäinen, etc.	one hundred and first, etc.
seitsemäs	seventh	kahdessadas	two hundredth
kahdeksas	eighth	tuhannes	thousandth
yhdeksäs	ninth		
kymmenes	tenth		
yhdestoista	eleventh		
kahdestoista	twelfth		
kolmastoista, etc.	thirteenth, etc.		

## Months

tammikuu	January	heinäkuu	July
helmikuu	February	elokuu	August
maaliskuu	March	syyskuu	September
huhtikuu	April	lokakuu	October
toukokuu	May	marraskuu	November
kesäkuu	June	joulukuu	December

## Days

sunnuntai	Sunday	torstai	Thursday
maanantai	Monday	perjantai	Friday
tiistai	Tuesday	lauantai	Saturday
keskiviikko	Wednesday		

**Seasons**kevät  
kesäspring  
summersyksy  
talviautumn  
winter**Time**tunti  
päivä  
viikkohour  
day  
weekkuukausi  
vuosimonth  
year

REFERENCES.—Severi Alanne, Finnish-English Dictionary (1919); Aune Tuomikoski and Anna Slöör, English-Finnish Dictionary (Helsinki, 1939); T. A. Seboek, Spoken Finnish (1947); A. Sauvageot, Esquisse de la Langue finnoise (1946).

## FRENCH

Maël, issu d'une famille royale de Cambrie, fut envoyé dès sa neuvième année dans l'abbaye d'Yvern, pour y étudier les lettres sacrées et profanes. À l'âge de quatorze ans, il renonça à son héritage et fit vœu de servir le seigneur.—Anatole France, *L'Île des Pingouins*, chapter 1, opening lines.

### Alphabet and pronunciation

A	a	} a sound between a in pat and o in pot
À	à	
Â	â	
B	b	b in hah
C	c	c in city before e, i, y (=s); c in car, elsewhere (=k)
Ç	ç	c in city (=s)
D	d	d
E	e	e in met when followed by two consonants, or by a single final consonant, digraph, or consonantal unit; silent when final and in -ent, third person plural verb ending; e in moment, before a single consonant, digraph, or consonantal unit, followed by a vowel
È	è	e in met
Ê	ê	e in met or there
Ê	ë	dieresis indicates that preceding vowel has its usual value and does not form a diphthong with e
É	é	a in late
F	f	f
G	g	s in pleasure (=zh) before e, i, y; g in game elsewhere
H	h	silent
I	i	ee in meet
Î	î	ee in meet
Ï	ï	y in yet, between vowels; ee in meet elsewhere
J	j	s in pleasure (=zh)
K	k	k
L	l	l; silent in a few cases— <i>gentil</i> , <i>outil</i> , <i>fil</i> ; frequently letters <i>il</i> in final position, and after vowel, and <i>ill</i> before vowel pronounced like y in yet— <i>travail</i> , <i>fil</i>
M	m	m
N	n	n; -ent, third person plural verb ending, is silent
O	o	o in no when final; o in for elsewhere
Ô	ô	o in no
P	p	p
Q	q	q in quick (=k)
R	r	sound made by scraping of air between back of tongue and roof of mouth; silent when final in ending -er
S	s	z between vowels; usually silent when final; s elsewhere
T	t	s in -tien, -tial, -tion, etc.; usually silent when final; -ent, third person plural verb ending, is silent; t elsewhere



U	u	} like German <i>ü</i> ( <i>ee</i> with lips rounded as for <i>oo</i> ); usually silent
Ô	ô	
V	v	} after <i>g</i> and <i>q</i> before <i>e</i> , <i>i</i> , <i>y</i>
W	w	
X	x	<i>gz</i> between vowels; <i>ks</i> elsewhere; silent when final in some words; sometimes like <i>s</i> , as in <i>dix</i> , <i>six</i>
Y	y	<i>ee</i>
Z	z	<i>z</i> ; usually silent when final

### Special characters

French uses the Latin alphabet with the addition of the following special characters: *À à*, *Â â*, *Ç ç*, *Ê ê*, *É é*, *Ë ë*, *Ê ê*, *Ë ë*, *Î î*, *Ï ï*, *Ô ô*, *Û û*, and *Ü ü*.

### Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, *y*; the other letters are consonants. Vowel sounds are represented by one of the vowel letters or by a combination of two or three of them. Consonant sounds are represented by one or two consonant letters.

### Combinations of two vowel letters (diphthongs)

<i>ai</i> , <i>ay</i> , <i>ei</i> , <i>ey</i> as <i>e</i> in <i>met</i> or <i>there</i>	<i>ou</i> as <i>oo</i> in <i>moon</i>
<i>au</i> , <i>eau</i> as <i>o</i> in <i>no</i>	<i>oui</i> like English <i>we</i>
<i>eu</i> , <i>œ</i> , <i>œu</i> as <i>u</i> in <i>fur</i> <sup>1</sup>	<i>ui</i> somewhat like <i>we</i>
<i>oi</i> , <i>oy</i> as <i>wa</i> in <i>watt</i>	

### Combinations of two consonant letters (digraphs)

<i>ch</i> as <i>sh</i> in <i>shoe</i> ; occasionally as <i>k</i>	<i>ph</i> as in English
<i>gn</i> as <i>ny</i> in <i>canyon</i>	<i>qu</i> as <i>k</i> ; occasionally as <i>kw</i>
<i>gu</i> as <i>g</i> in <i>give</i> before <i>e</i> , <i>i</i> , <i>y</i> ; occasionally	<i>rh</i> as <i>r</i>
as <i>gw</i>	<i>th</i> as <i>t</i>
<i>ll</i> as <i>y</i> in <i>yet</i> (in <i>-ille</i> )	

### Sequences of vowel(s) and n or m (nasals)

In French, there are four nasal sounds. These are produced by allowing air to pass through the nose and the mouth at the same time, but without any actual sound of *m*, *n*, or *ng* after them. These sounds are represented by the syllables:

1. *am*, *an*, *em*, *en*, the vowel sound of each being like *a* in *far*;
2. *aim*, *ain*, *eim*, *ein*, *im*, *in*, *ym*, *yn*, the vowel sound of each being *a* in *fan*;
3. *om*, *on*, with the vowel like *aw* in *fawn*;
4. *eum*, *eun*, *um*, *un*, with the vowel like *u* in *fur*.

Nasals occur at the end of a word or in the middle of a word before another consonant except *m* or *n*: *faim*, *bien*, *manger*, *membre*; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ánánà*), *nommer* (pronounced *nòmé*). There are a few exceptions.

### Consonantal units

In French, certain consonants followed by *l* or *r* or preceded by *s* are pronounced in the same syllable with the following vowel. These consonant groups are:

<i>bl</i> , <i>br</i>	<i>fl</i> , <i>fr</i>	<i>sc</i> , <i>sp</i> , <i>sph</i> , <i>squ</i> , <i>st</i>
<i>chl</i> , <i>chr</i> , <i>cl</i> , <i>cr</i>	<i>gl</i> , <i>gr</i>	<i>thr</i> , <i>tr</i>
<i>dr</i>	<i>phl</i> , <i>phr</i> , <i>pl</i> , <i>pr</i>	<i>vl</i> , <i>vr</i>

### Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division may be made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *amu-ser*, *che-veux*, *jeu-nesse*, *pay-san*, *cro-chets*, *gra-phies*, *mé-thode*, *ali-gner*, *dé-cret*, *qua-drille*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-ler*, *sys-tème*, *fonc-tion*, *com-pris*, *isth-mique*, *ar-cher*, *har-gneux*, *Ag-nus*.

<sup>1</sup> Note that *œ* is printed as a single piece of type when it has this pronunciation, and also in some words of Latin origin, where it is pronounced as French *e*. When *o* and *e* are printed separately, they represent separate sounds in different syllables.

4. Division between vowels should be avoided, but it is tolerated if the second vowel carries the dieresis (trema) or begins a compound or derivative element: *héro-isme*, *archi-épiscopal*, *anti-acide*.

5. Prefixes are kept intact only if this conforms to rules 2 to 4: *ab-duction* (rule 3), *con-tinuer* (rule 3), *in-duction* (rule 3), *mal-heur* (rule 3), *non-chalant* (rule 3), *ob-server* (rule 3), *pré-ceder* (rule 2), *pré-occupation* (rule 4), *re-joindre* (rule 2); but *abs-tention* (rule 3), *cons-titution* (rule 3), *ins-pire* (rule 3), *ma-ladroite* (rule 2), *no-nobstant* (rule 2), *obs-cure* (rule 3), *pres-cription* (rule 3), *res-piration* (rule 3).<sup>2</sup>

6. Compounds are divided preferably according to their component parts (and each part according to rules 1 to 5): *grand'-mère*, *gentils-hommes*, *Tchéco-slovaquie*.

If a compound is formed with an apostrophe followed by a vowel, division may not be made on the apostrophe; thus the compounds *qu'environ*, *hors-d'œuvres*, *s'entr'aider*, may be divided only as follows: *qu'en-vi-ron*, *hors-d'œu-vres*, *s'entr'ai-der*.

If a compound is formed with a euphonic *t* (e. g., *ira-t-il*, *présente-t-on*), the *t* should be made to go over.

7. Division may be made before a final mute syllable; i. e., a syllable ending in *e*, *es* (plural ending), or *ent* (third person plural ending of verbs), provided the syllable begins with a consonant: *quel-que*, *ri-che*, *au-tres*, *par-lent*; but *pa-yent* or *pay-ent* would be inadmissible as per rule 9.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *alpen-stock*, *reichs-amt*, *cre-scendo*, *sky-scraper*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostique*, *hémisphère*, *hémop-tyxies*.

9. The letters *x* and *y* may not be separated from an adjacent vowel; thus *exact* and *moyen* should not be divided, but *pay-san*, *ex-pert* may be divided as shown in rules 2 and 3, respectively.

#### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-so-lu-ment	(3, 2, 2)	inex-pug-na-ble	(3, 3, 7)
abs-trac-tion	(3, 3)	ins-pi-ra-tion	(3, 2, 2)
ad-mi-nis-tra-tion	(3, 2, 3, 2)	ins-tan-ta-née	(3, 3, 2)
amé-ri-cai-nes	(2, 2, 2)	ins-truc-tion	(3, 3)
an-ti-scor-bu-ti-que	(3, 8, 3, 2, 7)	in-tro-duc-tion	(3, 2, 3)
at-mos-phé-ri-que	(3, 3, 2, 7)	Ja-ma-i-que	(2, 4, 7)
au-to-gno-sie	(2, 8, 2)	Kam-tchat-ka	(8, 3)
bi-blio-thèque	(2, 2, 7)	ki-lo-mé-tri-que	(2, 2, 2, 7)
bien-heu-reux	(6, 2)	ma-la-droi-te-ment	(2, 2, 2, 2)
caout-chou-ter	(3, 2)	ma-nus-crits	(2, 3)
cir-cons-tan-ces	(3, 3, 7)	mi-cro-sco-pi-que	(2, 8, 2, 7)
com-pri-ma-ble	(3, 2, 7)	non-ac-ti-vi-té	(6, 3, 2, 2)
cons-cien-cieu-se-ment	(3, 3, 2, 2)	no-nobs-tant	(2, 3)
cons-ti-tu-tion-nel	(3, 2, 2, 3)	ob-jec-ti-vi-té	(3, 3, 2, 2)
des-cen-dant	(3, 3)	obli-ga-tion	(2, 2)
des-crip-tion	(3, 3)	obs-cu-ri-té	(3, 2, 2)
dia-gnos-ti-quer	(8, 3, 2)	per-cep-ti-ble	(3, 3, 7)
dis-ci-pli-ner	(3, 2, 2)	pé-rem-p-tion	(2, 3)
en-tr'ac-cor-der	(3, 3, 3)	pré-oc-cu-pa-tion	(4, 3, 2, 2)
exe-cu-ti-ves	(2, 2, 7)	pro-blè-mes	(2, 7)
ex-haus-se-ment	(3, 3, 2)	pro-pre-ment	(2, 2)
exo-cel-lu-lai-res	(2, 3, 2, 7)	pros-crip-tion	(3, 3)
ex-tra-or-di-nai-res	(3, 4, 3, 2, 7)	pros-pé-ri-té	(3, 2, 2)
gym-no-sper-mes	(3, 8, 7)	sub-cons-ci-ence	(3, 3)
hé-té-ro-doxie	(2, 2, 2)	su-bor-don-ner	(2, 3, 3)
hy-dro-sco-pie	(2, 8, 2)	su-bro-ger	(2, 2)
ig-ni-tion	(3, 2)	subs-tan-tiel	(3, 3)

#### Stress and diacritics

In French, words do not have any syllabic stress, each syllable being uttered with almost equal force with a slight stress falling on the last.

The diacritics used in French are the acute, the circumflex, the grave, the dieresis (trema), and the cedilla.

<sup>2</sup> The practice as to rule 5 varies among French printers, some dividing phonetically or etymologically, according to convenience. The Dictionnaire français illustré (Librairie R. Simon), however, follows the uniform practice of dividing words only phonetically: *des-cription*, *dé-sordre*, *ins-tance*, *ins-trument*, *ma-lencontre*, *sous-crit*, *su-borner*. The rule given in the text conforms to this practice.



The circumflex occurs on all the vowels. It may indicate that an *s* followed the vowel in Old French, as in *île* from *isle*, island, and *pâté* from *paste*, paste; it may distinguish homonyms like *dû* (due) and *du* (of the); *â, ê, ô* may represent vowels longer than those spelled *a, e, o*, as in *âne, bête, môle*.

The acute accent occurs only on the *e*; *é* represents a close *e* sound, more like the *a* in late than the *e* in met. It will be found on an *e* followed by a single consonant or digraph or consonantal unit, followed by a vowel as in *érable, église, étrene*. It will not be on an *e* followed by two consonants (i. e., two consonants which do not form a digraph or consonantal unit), as in *esclaves, elbeuf*. The letter *é* is common at the end of words (*été, passé*), and frequently initially, and medially as well, under the conditions already stated.

The grave accent occurs on *a, e, and u*. One of its functions is to distinguish homonyms: *a* (has) and *à* (to); *des* (of the) and *dès* (since); *ou* (or) and *où* (where). Far more frequent is the occurrence of *è*, indicating an open *e* sound, more like the *e* in met than the *a* in late. It occurs in one-syllable words in which mute *e* is the last letter, and a single consonant or digraph, or consonantal unit, is the next-to-last letter, as *ère, lèvres, sèche*; in word-final syllables like *-ère, -ière, -ègre, -èble, -èvre, -èdre, -ères, -ières, -ègres*, etc.; occasionally, in a word ending in *es*, to indicate that the *e* is not silent, as in *progress, succès*.

The dieresis occurs on the second of two consecutive vowel letters to indicate that the sequence does not have its usual value.

*ai* as *e* in met (*plaisir*)

*ei* as *e* in met (*reine*)

*oi* as *wa* in watt (*toi*)

*œ* as *u* in fur (*œil*)

*gue* as *g* in go plus mute *e* in vague

*gui* as *g* in go plus *ee* as in meet

(*guide*); sometimes *g* as in go plus

*we* as in *we* (*aiguille*)

*aï* as *a* in watt plus *ee* as in meet

(*naïf*)

*eï* as *e* in met plus *ee* as in meet

*oï* as *o* in for plus *ee* as in meet

(*colloïde*)

*oë* as *o* in for plus *a* as in late (*canoë*);

as *o* in for plus *e* as in met (*noël*)

*guë* as *g* in go plus *u* as in German *ü*

plus mute *e* (*aigue*)

*guï* as *g* in go plus *u* as in German *ü*

plus *ee* as in meet (*contiguïté*)

The cedilla occurs under the letter *c* before *a, o, or u*, to indicate that *c* is pronounced like *s*; *reçu*, received.

### Capitalization

Capitalization is similar to that in English, except that proper adjectives, names of months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lowercased: *le Dante*; otherwise capitalized: *La Fayette*. In names of places the article is lowercased: *le Havre*.

Use roman small caps for the centuries: *xix<sup>e</sup> siècle*.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts of plays (*l'Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV<sup>e</sup> Arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le, La, Les, Un, or Une*, capitalize also the second word. Examples: *Origines du culte chrétien; Les Origines du culte; La Reine Margot*.

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The term "street" and its synonyms are lowercased, as *rue de la Nation, avenue de l'Opéra, route Saint-Denis, boulevard Saint-Laurent*.

Observe the forms used in the following terms: *l'Académie française; la Légion d'honneur; Louis le Grand; son Éminence; l'Église*, when referring to the church as an institution; and *l'État*, when denoting the nation, as *le Corps d'État, le Conseil d'État*.

It is a rule among French printers that the preposition *à* (to) when capitalized is set without the accent.

### Punctuation and hyphenation

Punctuation is practically the same as in English.

The apostrophe indicates elision, usually of mute *e*: *l'ami* for the nonexistent form *le ami*.



The hyphen is used much more widely than in English, and care should be exercised not to mistake the marginal hyphen in copy used orthographically as one of syllabification. The various orthographic uses of the hyphen are as follows:

1. Between verbs and the pronouns in questions: *Parlais-je?* Did I speak?
2. Between verbs and object pronouns: *Parlez-moi*, speak to me.
3. Between verbs and the particles *en*, *y*, *ce*, *on*: *Portez-leur-en*, bring them some.
4. On each side of the euphonic *t*: *A-t-il?* Has he? *Parla-t-elle?* Did she speak?
5. Before *ci* and *là*: *celui-ci*, this one.
6. After *entre* in all reciprocal verbs: *s'entre-quereller*, to quarrel with one another.
7. Between *demi* and its noun: *une demi-heure*, half an hour.
8. In compound nouns and adjectives, especially with prepositional particles: *arc-en-ciel*, rainbow; *nouveau-né*, newborn.
9. In spelled numbers. (See p. 349.)
10. In geographic names: *Saint-Valéry-en-Caux*, *Fontaine-le-Dun*.

### Abbreviations

a.	accepté, accepted	p. ex.	par exemple, for instance
a. c.	année courante, current year	p. f. s. a.	pour faire ses adieux, to say goodbye
art.	article, article	R. F.	République française, French Republic
av.	avec, with	R. S. V.	Répondez s'il vous plaît, an answer is requested
b. à p.	billets à payer, bills payable	P.	
b. à r.	billets à recevoir, bills receivable	S. A. R.	Son Altesse Royale, His Royal Highness
B. B.	billet de banque, banknote	sc.	scène, scene
c. (c <sup>ts</sup> )	centime (centimes), centime (centimes)	S. Exc.	Son Excellence, His Excellency
c.-à-d.	c'est-à-dire, that is	S. M.	Sa Majesté, His (Her) Majesty
ch.	chapitre, chapter	Soc. an <sup>e</sup>	Société anonyme, limited company
ch. de f.	chemin de fer, railway	S. S.	Sa Sainteté, His Holiness
cie <sup>3</sup>	compagnie, company	s. v. p.	s'il vous plaît, if you please
Cte	Comte, count	t.	tome, book
E. O. O.	erreurs ou omissions exceptées, errors or omissions excepted	tît.	titre, title
E.		voy., v.	voyez, voir, see
f., fr.	franc, franc	vve	veuve, widow
h.	heure, hour	&	et, and
in-f <sup>o</sup>	in folio, folio	1 <sup>er</sup>	premier (m.), first
J.-C.	Jésus-Christ, Jesus Christ	1 <sup>ère</sup>	première (f.), first
M.	Monsieur, Mr.	II <sup>e</sup> , 2 <sup>e</sup>	deuxième, second
Mgr	monseigneur, my lord		
N.-D.	Notre-Dame, Our Lady		
N.-S.	Notre-Seigneur, Our Lord		

### Abbreviations of metric terms

Mm.	mégamètre	mmc.	millimètre cube	g.	gramme
hkm.	hectokilomètre	ha.	hectare	dg.	décigramme
mam.	myriamètre	a.	are	cg.	centigramme
km.	kilomètre	ca.	centiare	mg.	milligramme
hm.	hectomètre	dast.	décastère	kl.	kilolitre
dam.	décamètre	st., m <sup>3</sup>	stère	hl.	hectolitre
m.	mètre	dst.	décistère	dal.	décalitre
dm.	décimètre	t.	tonne	l.	litre
cm.	centimètre	q.	quintal	dl.	décilitre
mq.	mètre carré	kg.	kilogramme	cl.	centilitre
mm.	millimètre	hg.	hectogramme	ml.	millilitre
mmq.	millimètre carré	dag.	décagramme		

<sup>3</sup> It will be noted that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

**Cardinal numbers**

un, <i>m.</i> }	one	soixante et onze	seventy-one
une, <i>f.</i> }		soixante-douze	seventy-two
deux	two	soixante-treize	seventy-three
trois	three	soixante-quatorze	seventy-four
quatre	four	soixante-quinze	seventy-five
cinq	five	soixante-seize	seventy-six
six	six	soixante-dix-sept	seventy-seven
sept	seven	soixante-dix-huit	seventy-eight
huit	eight	soixante-dix-neuf	seventy-nine
neuf	nine	quatre-vingt(s)	eighty
dix	ten	quatre-vingt-un	eighty-one
onze	eleven	quatre-vingt-deux	eighty-two
douze	twelve	quatre-vingt-trois	eighty-three
treize	thirteen	quatre-vingt-quatre	eighty-four
quatorze	fourteen	quatre-vingt-cinq	eighty-five
quinze	fifteen	quatre-vingt-six, etc.	eighty-six, etc.
seize	sixteen	quatre-vingt-dix	ninety
dix-sept	seventeen	quatre-vingt-onze, etc.	ninety-one, etc.
dix-huit	eighteen	quatre-vingt-dix-sept	ninety-seven
dix-neuf	nineteen		
vingt	twenty	quatre-vingt-dix-huit	ninety-eight
vingt et un	twenty-one	quatre-vingt-dix-neuf	ninety-nine
vingt-deux, etc.	twenty-two, etc.		
trente	thirty	cent	hundred
trente et un	thirty-one	cent un, etc.	one hundred and one, etc.
trente-deux, etc.	thirty-two, etc.		
quarante	forty	deux cent(s), etc.	two hundred, etc.
cinquante	fifty	mille (mil)	thousand
soixante	sixty		
soixante-dix	seventy		

**Ordinal numbers**

premier, <i>m.</i> }	first	septième	seventh
première, <i>f.</i> }		huitième	eighth
second, <i>m.</i> ; seconde, <i>f.</i> }	second	neuvième	ninth
deuxième		dixième	tenth
troisième	third	onzième, etc.	eleventh, etc.
quatrième	fourth	vingt et unième	twenty-first
cinquième	fifth	vingt-deuxième, etc.	twenty-second, etc.
sixième	sixth	centième	hundredth

**Months**

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

**Days**

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

**Seasons**

printemps	spring	automne	autumn
été	summer	hiver	winter

**Time**

heure	hour	mois	month
jour	day	saison	season
semaine	week	année	year

REFERENCES.—Jeanne Vidon Varney, *Pronunciation of French* (1940); Dencœu and Hall, *Spoken and Written French* (1946); Claude Augé, *Nouveau Petit Larousse Illustré* (most recent edition).

## GERMAN

Wenn aber auch der Charakter verschiedener Weltgegenden von allen äußeren Erscheinungen zugleich abhängt; wenn Umriß der Gebirge, Physiognomie der Pflanzen und Tiere, wenn Himmelsbläue, Wolfengestalt und Durchsichtigkeit des Luftkreises den Totaleindruck bewirken: so ist doch nicht zu leugnen, daß das Hauptbestimmende dieses Eindrucks die Pflanzendecke ist. Dem tierischen Organismus fehlt es an Masse; die Beweglichkeit der Individuen und oft ihre Kleinheit entziehen sie unsern Blicken. Die Pflanzenschöpfung dagegen wirkt durch stetige Größe auf unsere Einbildungskraft.—Alexander von Humboldt, *Ansichten der Natur*, vol. II, p. 20 f. (1849).

### Alphabet and pronunciation <sup>1</sup>

Ä	a	short and long: between <i>a</i> in hat and <i>a</i> in calm
Ä	ä	short: <i>e</i> in bet; long: <i>e</i> in there or <i>a</i> in bad
B	b	<i>b</i> ; at end of word or syllable, as <i>p</i> in lip
C	c	before <i>e</i> , <i>i</i> , and usually <i>y</i> , as <i>ts</i> in bits; before other vowels, as <i>c</i> in can (= <i>k</i> )
D	d	<i>d</i> ; at end of word or syllable, as <i>t</i> in hit
E	e	short: <i>e</i> in bet; long: somewhat like <i>a</i> in gate; in unstressed syllables, like <i>e</i> in basket
F	f	<i>f</i>
G	g	<i>g</i> ; at end of word after <i>i</i> , many Germans pronounce <i>g</i> like German <i>ch</i> (see under Consonant sequences)
H	h	<i>h</i> ; at end of word or syllable or before consonant, merely shows that preceding vowel is long
I	i	short: <i>i</i> in bit; long: <i>ee</i> in meet
J	j	<i>y</i> in yes
K	k	<i>k</i>
L	l	<i>l</i> in million
M	m	<i>m</i>
N	n	<i>n</i>
O	o	short: between <i>o</i> in not and <i>u</i> in nut; long: <i>o</i> in tone
Ö	ö	short: <i>u</i> in hut; long (tongue in long <i>e</i> position, lips in long <i>o</i> position): <i>u</i> in hurt or <i>eu</i> in French <i>peu</i>
P	p	<i>p</i> ; after initial <i>s</i> , as <i>p</i> in spin
Q	q	<i>k</i> ; <i>qu</i> pronounced as <i>kv</i>
R	r	<i>r</i> in three, or <i>r</i> in Parisian French; at end of word or syllable, usually as <i>a</i> in via
S	s	before vowel, as <i>z</i> in zoo or <i>s</i> in rose; at end of word, as <i>s</i> in miss; before <i>p</i> or <i>t</i> at beginning of word, as <i>sh</i> in ship
T	t	<i>t</i> ; after initial <i>s</i> , as <i>t</i> in stop
U	u	short: <i>oo</i> in cook; long: <i>u</i> in flu

<sup>1</sup> All German vowels are pronounced short or long. German spelling does not consistently indicate vowel quantity, but two dependable conversion rules may be mentioned. A double vowel and a vowel followed by a single consonant are pronounced long; a single vowel followed by a double consonant is pronounced short. Consonant quantity is fairly stable; a double consonant does not indicate a lengthened sound.



ü	u	short: tongue in short <i>u</i> position, lips in short <i>i</i> position; long (tongue in long <i>u</i> position, lips in long <i>i</i> position): <i>u</i> in French <i>mur</i>
ſ	v	<i>f</i> at beginning and end of words; elsewhere usually <i>v</i>
ſ	w	<i>v</i>
ſ	x	<i>x</i> (= <i>ks</i> )
ſ	y	short and long: as German <i>i</i> or German <i>ü</i> ; occasionally (before vowel) as <i>y</i> in <i>y</i> et
ſ	z	<i>ts</i> in <i>bits</i>

## Special characters

German traditionally uses the Fraktur alphabet (German text). Note the following somewhat similar characters: *U* *u*, *S* *s*, *E* *e*, *N* *n*, *D* *d*, and *f* *f*. Texts in specialized fields, but increasingly also literature of general appeal, periodicals, and portions of daily papers are printed in the Latin alphabet, with the following special characters, called umlauts: *Ä* *ä*, *Ö* *ö*, and *Ü* *ü*.

The Fraktur alphabet employs also four ligatures: *ch* (*ch*), *ck* (*ck*), *ß* (*ß*, *ss*), and *tz* (*tz*). According to German typography, ligatures may not be replaced by their respective individual characters *ch*, *ck*, *ß*, *tz*. In syllabification, *tz* may be divided, *ch* and *ß* may never be divided, and *ck*, if division is called for, must be changed to *f-f*. This is because the character *c* may never end a word or a syllable and, hence, may not terminate a line.

When German is set in Latin characters, the only ligature employed is *ß*; the other ligatures are represented by their respective individual characters. When *ß* is not available, it may be replaced by *ss*. Some printers use *sz* instead, but this practice is not recommended.

## Transliteration of *s*, *ss*, and *tz*

In resetting matter from Latin characters into Fraktur, the rules for treating *s*, *ss*, and *tz* are as follows:

The single *s* is transliterated *ſ*:

(a) At end of a word: *Haus*=*ſ*aus.

(b) At end of a compound element: *Dienstag*=*ſ*ienſtag.

(c) Before a suffixed element: *Bosheit*=*ſ*osheit.

(d) In some words of foreign origin (the dictionary is the only sure guide to these): *Diskant*=*ſ*istant.

In all other cases a single *s* is transliterated *f*.

The *ss* is transliterated *ſſ*:

(a) At end of a word: *Fluss*=*ſſ*uſſ.

(b) At end of a compound element: *Gusseisen*=*ſſ*uſſeisen.

(c) Before a suffixed element: *hässlich*=*ſſ*äſſlich.

(d) Before any consonant: *fasste*=*ſſ*aſſte.

(e) Between two vowels, if the first vowel is long or a long diphthong (the dictionary is the only sure guide to these): *grüssen*=*ſſ*üſſen.

(f) In the prefix *miss*: *missachten*=*ſſ*iſſaſſten.

In all other cases *ss* is transliterated *ff*.

The *tz* is transliterated *tz*: *trotz*=*tro*tz; but when *tz* belong to different components of a derivative, they are transliterated *tz*: *entzücken*=*ent*zük~~en~~, *achtzehn*=*a*ch~~t~~z~~eh~~n.

## Transliteration of *ſ*

In resetting matter from Fraktur characters into Latin, *ſ* is transliterated *I* if it stands before a consonant and *J* if it stands before a vowel.

NOTE.—As most work in this Office is of a technical, legal, or scientific nature and is mostly set in Latin characters, the remainder of this section will also be in Latin characters.

## Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y* (including the umlauts *ä*, *ö*, and *ü*). The other letters of the alphabet are consonants.

**Vowel sequences (diphthongs)**

The diphthongs and their sounds are:

*aa* as German long *a*  
*ai* as *ai* in aisle  
*au* as *ou* in our  
*äu* as *oi* in noise  
*ee* as German long *e*

*ei* as *ai* in aisle  
*eu* as *oi* in noise  
*ie* as German long *i*  
*oo* as German long *o*

To the *ie* there are a few exceptions, as in a few words *ie* is not a diphthong but the two letters are sounded separately, as *ee-uh*. These exceptions occur usually at the end of words of foreign origin, the *ie* being equivalent to the Latin *ia*: *Linie*, *Materie*, *Julie*, etc.

To the above diphthongs should be added also *ae*, *oe*, and *ue*, which are sometimes used in place of *ä*, *ö*, and *ü*, respectively, and are sounded as *ä*, *ö*, *ü*.

**Consonant sequences (digraphs)**

The digraphs and their sounds are:

*ch* as *ch* in Scotch loch  
*ph* as English *ph=f*

*sch* as *sh* in shall  
*th* as *t*

The sound for *ch* may be approximated by making a strong *h* sound. In words of Latin origin, *ch* is pronounced like *k*. The digraph *sch* must be distinguished from the mere coincidental juxtaposition of those letters, pronounced like *s* and *ch* separately: *Biss-chen*, little bit; *Fäss-chen*, little barrel; *Häus-chen*, little house.

**Consonantal units**

The combinations *qu* (pronounced *kv*), *st*, and *ß* are treated as consonantal units. Some editors treat *pf* as a consonantal unit, especially after another consonant; but this is not favored by Duden, *Rechtschreibung der deutschen Sprache*, which divides *kämp-fen*, *karp-fen*, *stup-fen* as indicated.

When *ß* is replaced by *ss*, *ss* is divided.

**Rules for syllabification**

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *le-ben*, *lie-ben*, *wa-chen*, *wa-schen*, *mei-sten*, *gro-ßen re-qui-sit*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Mut-ter*, *Was-ser*, *stimm-ten*, *kämp-fen*, *wün-schen*, *Fen-ster*, *Pfing-ten*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Oze-an*, *Trau-ung*.
5. Certain adverbial prefixes are kept intact. These are: *ab*, *an*, *auf*, *aus*, *be*, *bei*, *durch*, *ein*, *emp*, *ent*, *er*, *fort*, *ge*, *her*, *hin*, *hinter*, *in*, *miß*, *mit*, *nach*, *nieder*, *ob*, *um*, *un*, *unter*, *ver*, *vor*, *weg*, *wider*, *wieder*, *zer*, *zu*, *zurück*, and *zusammen*: *ab-ändern*, *An-erbe*, *auf-arbeiten*, etc.
6. Certain suffixes are kept intact. These are: *artig*, *chen*, *haft*, *heit*, *schaft*, and *tum*: *eigen-artig*, *Sus-chen*, *Knapp-heit*, *Wachs-tum*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *alt-italisch*, *Tür-angel*. The compounding *r* and *s*, if used, are kept with the preceding component: *dar-auf*, *wor-auf*, *Redens-art*, *Orts-angabe*.
8. Foreign words and components of foreign words follow the conventions of the language of origin: *Repu-blik*, *Hy-drant*, *Kre-scendo*, *Wash-ington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Dia-gnose*, *Mikro-skop*.
9. When division is made on or before a syllable from which a letter was elided, the letter is restored to render the syllable integral: *glit-schst* is divided *glit-schest*, *Luftschiiffahrt* is divided *Luftschiiff-fahrt*; and when the double consonant *ck* is divided, the *c* is changed to *k*, thus *Hacke* and *Zucker* are divided *Hak-ke* and *Zuk-ker*. It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.



## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Ab-trei-bung	(5, 2)	Nach-ord-nung	(5, 3)
Ame-ri-ka-ni-sche	(2, 2, 2, 2)	ne-ben-an	(2, 7)
Amts-an-tritt	(7, 5)	nie-der-bre-chen	(2, 5, 2)
an-ord-nen	(5, 3)	nied-rig-ste	(7, 3, 3)
Auf-pflan-zung	(5, 3)	Oberst-stabs-arzt	(7, 7)
Aus-zah-lung	(5, 3)	Ob-lie-gen-heit	(5, 2, 3)
bei-tra-gen	(5, 2)	ord-nungs-mä-ßig	(3, 7, 2)
Be-ob-ach-tung	(5, 5, 3)	Orts-an-ga-be	(7, 5, 2)
be-quem-lich-keit	(2, 3, 3)	öster-rei-chi-sche	(7, 2, 2)
bläs-chen-for-mi-ge	(3, 7, 3, 2)	ost-in-di-sche	(7, 3, 2)
dar-ein-schla-gen	(7, 5, 2)	pas-sie-ren	(3, 2)
deut-sche	(2)	pflicht-schul-dig	(7, 3)
Deutsch-land	(7)	Plan-wirt-schaft	(7, 6)
Dienst-al-ter	(7, 3)	Platz-an-wei-sung	(7, 5, 2)
durch-ar-bei-ten	(5, 3, 2)	plat-zen-de	(3, 3)
ein-spre-chen	(5, 2)	Rat-haus-saal	(7, 7)
emp-fäng-lich	(5, 3)	rech-ter-seits	(3, 3)
eng-li-sche	(3, 2)	recht-fer-ti-gen	(7, 3, 2)
ent-spre-chen	(5, 2)	Rechts-ge-schich-te	(7, 2, 3)
er-schrek-lich	(5, 3)	re-pu-bli-ka-nisch	(2, 8, 2, 2)
eu-ro-pä-i-sche	(2, 2, 4, 2)	Sach-ver-zeich-nis	(7, 5, 3)
Far-ben-auf-trag	(3, 7, 5)	schwei-ze-ri-sche	(2, 2, 2)
Fin-ster-nis	(3, 3)	Selbst-ach-tung	(7, 3)
fort-ar-bei-ten	(5, 3, 2)	Selb-stän-dig-keit	(7, 3, 3)
fünf-und-zwan-zig	(7, 7, 3)	sy-ste-ma-ti-sche	(2, 2, 2, 2)
ge-brau-chen	(5, 2)	über-ein-kom-men	(5, 5, 3)
her-aus-zie-hen	(5, 5, 2)	um-än-dern	(5, 3)
hin-ar-bei-ten	(5, 3, 2)	un-ab-hän-gig	(5, 5, 3)
hin-ter-brin-gen	(3, 5, 3)	Un-ter-ab-tei-lung	(3, 5, 5, 2)
In-an-spruch-nah-me	(5, 5, 7, 3)	ver-ei-nig-te	(5, 2, 3)
in-ein-an-der	(5, 5, 3)	Vor-an-schlag	(5, 5)
In-ter-es-se	(3, 8, 3)	weg-schlei-chen	(5, 2)
Jah-res-tag	(3, 7)	Werk-ar-beit	(7, 3)
Ka-me-ra-den	(2, 2, 2)	wi-der-spre-chen	(2, 5, 2)
Leb-haf-tig-keit	(3, 3, 3)	Wie-der-ab-druck	(2, 5, 5)
Maß-sy-stem	(7, 2)	Wirt-schaf-ten	(6, 3)
me-di-zini-sche	(2, 2, 2, 2)	zer-split-tern	(5, 3)
Miß-er-folg	(5, 3)	zu-dre-hen	(5, 2)
mit-hel-fen	(5, 3)	zu-rück-er-o-bern	(2, 5, 5, 2)
mitt-le-rer	(3, 2)	zu-sam-men-flie-ßen	(2, 3, 5, 2)

## Diacritics and stress

Other than the umlauts, no diacritical marks are used in German. The chief stress falls on the root syllable in simple words (*SINGen*, to sing), and on the leading component, usually the first, in compound words (*FESTland*, mainland). Words of foreign origin have their own characteristic stress.

## Capitalization

With the exception of the following, capitalization conventions are the same as in English:

1. All nouns and words used as nouns are capitalized:<sup>1</sup> *das Geben*, the giving; *die Armen*, the poor.
2. Proper adjectives are lowercased: *die deutsche Sprache*, the German language.
3. Adjectives derived from personal names are capitalized: *die Lutherische Übersetzung*, Luther's translation; but when used descriptively, lowercased: *die lutherische Kirche*, the Lutheran Church; *ciceronische Beredsamkeit*, Ciceronic eloquence.
4. The pronouns *Sie*, you, *Ihr*, your, and *Ihnen*, to you, are capitalized, but not *ich*, I.

In solid matter, where the umlaut on capital letters is likely to cause trouble in alinement, it will be omitted and a lowercase *e* added after the capital, as *Ae* (*Aerger*), *Oe* (*Oel*), *Ue* (*Ueber*).

<sup>1</sup> In the interest of simplicity, works in philology and bibliography often allow all common nouns to go lowercase.



## Punctuation and hyphenation

Punctuation is practically as in English. The comma, however, is used to set off subordinate clauses of all kinds; e. g., *ich glaube, daß er kommen wird*, I believe that he will come.

In series of words made up of two parts, where one part is common to both words, the hyphen is used as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both *Feld* and *Garten*; but *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because *Haftpflicht* is common to both *Versicherungsgesellschaft* and *Versicherte*.

## Abbreviations

a.	an, am, an der, on (the), at (the)	F. f.	Fortsetzung folgt, to be continued
a. a. O.	am angeführten Ort, in the place cited (loc. cit.)	Forts.	Fortsetzung, continuation
Abb.	Abbildung, illustration, figure	geb.	geboren, born; geborene, née
Abk.	Abkürzung, abbreviation	Gebr.	Gebrüder, brothers
Abt.	Abteilung, section	gef.,	gefälligst, kindly
a. d.	an der, on the	gefl.	
a. D.	an der Donau, on the Danube; ausser Dienst, retired	gegr.	gegründet, founded
Adr.	Adresse, address	ges.	gesetzlich geschützt, registered trade-mark
A. G.	Aktiengesellschaft, joint-stock company	gest.	gestorben, deceased
allg.	allgemein, general(ly)	G. m.	Gesellschaft mit beschränkter Haftung, corporation with limited liability
a. M.	am Main, on the Main	b. H.	
Anm.	Anmerkung, note	hrsg.	herausgegeben, published
a. O.	an der Oder, on the Oder	i.	in, im, in, in the
a. Rh.	am Rhein, on the Rhine	Ing.	Ingenieur, engineer
Art.	Artikel, article	inkl.	inklusive, inclusive, included
b.	bei, near, with	insb.	insbesondere, especially
bes.	besonders, especially	Kap.	Kapitel, chapter
betr.	betreffe, betreffend, concerning	kgl.	königlich, royal
bez.	bezüglich, respecting	Kl.	Klasse, class
bezw.,	beziehungsweise, respectively	Km.	Kilometer, kilometer
Bez.	Bezirk, district	Komp.	Kompanie, company
Blg.	Beilage, enclosure	Kr.	Kreis, district
b. w.	bitte werden, please turn page	ld.	laufend, current
ca.	circa, zirka, about	M.	Mark, mark (coin)
d. A.	der Ältere, Sr.	Nachf.,	Nachfolger, successor(s)
dgl.,	dergleichen, similar things, the like	Nfg.	
d. h.	das heisst, that is	nachm.,	nachmittags, p. m., afternoon
d. i.	das ist, that is, i. e.	nm.	noon
d. J.	der Jüngere, junior; dieses Jahres, of this year	näml.	nämlich, (and) you see, namely
DM	Deutsche Mark, mark (after World War II)	NB	(nota bene) beachte, note, observe
d. M.	dieses Monats, of the . . . instant	n. Chr.	nach Christus, A. D.
do.	ditto, the same	n. F.	neue Folge, new series
Dr.	Doktor, doctor	No.,	Numero, number
D. R. P.	Deutsches Reichspatent, German patent	Nr.,	
Dtzd.	Dutzend, dozen	Nro.	
einschl.	einschliesslich, including, inclusive	No.,	Netto, net
entspr.	entsprechend, corresponding	Ntto.	
e. V.	eingetragener Verein, incorporated	od.	oder, or
evtl.	eventuell, perhaps, possibly	ö.,	österreichisch, Austrian
ff.	folgende (Seiten), following (pages)	österr.	
		p. A.	per Adresse, care of (c/o)
		Pf.	Pfennig, penny
		Pfd.	Pfund, pound
		pr.,	preussisch, Prussian
		preuss.	
		resp.	respektiv, respectively
		rglm.	regelmässig, regular
		RM	Reichsmark, mark (before World War II)

## Abbreviations—Continued

S.	Seite, page
s.	siehe, see (cf.)
sel.	selig, deceased, late
Skt., St.	Sankt, Saint
s. o.	siehe oben, see above
sog.	sogenannt, so called
St.	Stück, individual piece
staatl.	staatlich, State or Federal
Str.	Strasse, street
s. u.	siehe unten, see below
teilw.	teilweise, partly
u.	und, and
u. a.	und andere, and others; unter anderem, among other things; unter andern, among others
u. a. m.	und andere mehr, and many others
U. A.	Um Antwort wird gebeten, w. g. an answer is requested
u. s. w.	und so weiter, and so forth, etc.

v.	(vide) siehe, see (cf.); von, of, from
v. Chr.	vor Christus, B. C.
Verf.	Verfasser, author
Verl.	Verleger, publisher
vgl.	vergleiche, compare
v. H.	vom Hundert, percent
v. J.	vorigen Jahres, of last year
v. M.	vorigen Monats, of last month
vm., vorm.	vormittags, a. m., morning
Vors.	Vorsitzender, chairman
w. o.	wie oben, as above
Wwe.	Witwe, widow
z.	zu, zum, zur, to, to the
z. B.	zum Beispiel, for example
z. H.	zu Händen, attention of
Zs.	Zeitschrift, periodical
z. T.	zum Teil, in part
zus.	zusammen, total, together
z. Z.	zur Zeit, at the time, acting (e. g., secretary)

## Cardinal numbers

eins	one
zwei	two
drei	three
vier	four
fünf	five
sechs	six
sieben	seven
acht	eight
neun	nine
zehn	ten
elf	eleven
zwölf	twelve
dreizehn	thirteen
vierzehn	fourteen
fünfzehn	fifteen
sechzehn	sixteen
siebzehn	seventeen
achtzehn	eighteen
neunzehn	nineteen

zwanzig	twenty
einundzwanzig	twenty-one
zweiundzwanzig	twenty-two
dreiundzwanzig, <sup>2</sup> etc.	twenty-three, etc.
dreißig	thirty
vierzig	forty
fünfzig	fifty
sechzig	sixty
siebzig	seventy
achtzig	eighty
neunzig	ninety
hundert	hundred
hundertundeins <sup>2</sup>	one hundred and one
hundertundzwei, etc.	one hundred and two, etc.
zweihundert, etc.	two hundred, etc.
tausend	thousand

## Ordinal numbers

erste	first
zweite	second
dritte	third
vierte	fourth
fünfte	fifth
sechste	sixth
siebente, siebte	seventh
achte	eighth
neunte	ninth
zehnte	tenth
elfte	eleventh
zwölfte	twelfth

dreizehnte, etc.	thirteenth, etc.
zwanzigste	twentieth
einundzwanzigste	twenty-first
zweiundzwanzigste, etc.	twenty-second, etc.
dreißigste	thirtieth, etc.
vierzigste, etc.	fortieth
hundertste	hundredth
hundertunderste, etc.	one hundred and first, etc.
zweihundertste	two hundredth
tausendste	thousandth

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as *1. Heft; 2. Band.*

<sup>2</sup> According to Duden, Rechtschreibung der deutschen Sprache, 1942, the official orthography applicable to Germany, Austria, and Switzerland, requires that not only short but also long numbers should be written in one word: *(ein)tausendneunhundertundzehn Jahre* (one thousand nine hundred and ten years), *sechzigtausendsevenhundertachtundfünzig Mark* (sixty thousand seven hundred fifty-eight marks); yet many orthographers prefer breaking up the compound numbers: *drei und zwanzig, hundert und eins*, etc.

**Months**

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
März	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Mai	May	November (Nov.)	November
Juni (Jun.)	June	Dezember (Dez.)	December

**Days**

Sonntag	Sunday	Donnerstag	Thursday
Montag	Monday	Freitag	Friday
Dienstag	Tuesday	Sonnabend, Samstag	Saturday
Mittwoch	Wednesday		

**Seasons**

Frühling	spring	Herbst	autumn
Sommer	summer	Winter	winter

**Time**

Stunde	hour	Monat	month
Tag	day	Jahr	year
Woche	week		

REFERENCES.—Der Große Duden, Rechtschreibung der deutschen Sprache und der Fremdwörter nach den für das Deutsche Reich und die Schweiz gültigen amtlichen Regeln (1942); G. O. Curme, A Grammar of the German Language (1922); Karl Breul, Heath's New German and English Dictionary (1939).



## GREEK (Modern)

Ἐν πάσῃ περιπτώσει ἡ Κυβέρνησις, πρὸ τῆς νέας τροπῆς τῶν γεγονότων, εἶχε χρέος νὰ στείλῃ πρὸς πάντας εἰδοποιήσεις καὶ νὰ δώσῃ τὰς ἀπαιτούμενας ὁδηγίας.—Eleutherios G. Prebellakē, Hē Ekstrateia tou Ibraēm Pasa eis tēn Argolida.

### Alphabet and pronunciation

Α	α	<i>Α α</i>	alpha	<i>a</i> in father; see <i>αι, αν</i> , under Diphthongs
Β	β	<i>Β β</i>	beta	<i>v</i>
Γ	γ	<i>Γ γ</i>	gamma	<i>y</i> in yes before <i>αι, ε, ει, η, ι, οι, υ, υι</i> ; <i>ng</i> in singer before <i>γ, κ, ξ, χ</i> ; somewhat like <i>g</i> in go everywhere else; see <i>γγ, γκ</i> , under Digraphs
Δ	δ	<i>Δ δ</i>	delta	<i>th</i> in this, except in <i>νδρ</i> , pronounced <i>ndr</i>
Ε	ε	<i>Ε ε</i>	epsilon	<i>e</i> in met; see <i>ει, ευ</i> , under Diphthongs
Ζ	ζ	<i>Ζ ζ</i>	zeta	<i>z</i>
Η	η	<i>Η η</i>	eta	<i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel; see <i>ην</i> , under Diphthongs
Θ	θ	<i>Θ θ</i>	theta	<i>th</i> in thin
Ι	ι	<i>Ι ι</i>	iota	<i>ee</i> in eel; <i>y</i> in yet when initial or after a consonant, before a vowel; see <i>αι, ει, οι, υι</i> , under Diphthongs
Κ	κ	<i>Κ κ</i>	kappa	<i>k</i> ; see <i>γκ</i> , under Digraphs
Λ	λ	<i>Λ λ</i>	lambda	<i>l</i>
Μ	μ	<i>Μ μ</i>	mu	<i>m</i> ; see <i>μπ</i> , under Digraphs
Ν	ν	<i>Ν ν</i>	nu	<i>n</i> ; see <i>ντ</i> , under Digraphs
Ξ	ξ	<i>Ξ ξ</i>	xi	<i>x</i> (=ks)
Ο	ο	<i>Ο ο</i>	omicron	<i>o</i> in for; see <i>οι, ου</i> , under Diphthongs
Π	π	<i>Π π</i>	pi	<i>p</i> ; see <i>μπ</i> , under Digraphs
Ρ	ρ	<i>Ρ ρ</i>	rho	<i>r</i> , somewhat like the Scotch trilled <i>r</i>
Σ	σ <sup>1</sup>	<i>Σ σ</i>	sigma	<i>z</i> before <i>β, γ, δ, λ, μ, ν, ρ</i> ; <i>s</i> everywhere else

[Concluded on following page]

<sup>1</sup> The character *σ* is used in initial and medial positions in a word; the character *s*, in the final position.

T	τ		tau	<i>t</i> ; see <i>ντ</i> , <i>τς</i> , <i>τσ</i> , under Digraphs
Υ	υ		upsilon	{ <i>ee</i> in eel; <i>y</i> in yet, after a consonant and before a vowel; see <i>αυ</i> , <i>ευ</i> , <i>ηυ</i> , <i>ου</i> , <i>υι</i> , under Diphthongs
Φ	φ		phi	
Χ	χ		chi	like a strong <i>h</i> (like German <i>ch</i> )
Ψ	ψ		psi	<i>ps</i>
Ω	ω		omega	<i>o</i> in <i>or</i>

In connected speech, many phonetic changes occur: word-final *n* often drops or becomes *m*, and the first sound of the next word may change, for example, from *p* to *b*; *ts* at the beginning of a word becomes *dz* after a word ending in *n*; many other such differences in pronunciation, between an isolated word and a word in connected speech, are observable. These phenomena, however, are not reflected in the spelling.

Modern Greek uses the same alphabet as Classical Greek, but many of the letters stand for different sounds now because of the linguistic changes that have taken place since classical times. The names of the letters are given here in the usual English version of their Classical Greek form. These names are usually pronounced in English as follows: alpha (*al* as in Alfred), bayta, gamma, delta, épsilon (*o* as in don), zayta, ayta, thayta, eye-6-ta, kappa, lamda, mew, new, zie (*ie* as in die or sigh), óm-i-kron (*o*'s as in don), pie, roe, sigma, tou (*ou* as in house), yóu-psi-lon (or úp-silon), fie, kie, sie, o-máy-ga. In Modern Greek, the letter names are pronounced ahfá, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, eeta, theeta (*th* as in thin), yoeta, kahpa, lahmvtá (*th* as in then), mee, nee, kee, oh-mee-kráwn, pee, ro, seeg-ma, tahv, ae-psee-láwn, fee, hee, p-see, o-mée-ga.

It is suggested that for transliterating Modern Greek names, etc., the usual transliteration of the letters be used, regardless of pronunciation: *a*, *b*, *g*, *d*, *e*, *z*, *ē*, *th*, *i*, *k*, *l*, *m*, *n*, *x*, *o*, *p*, *r*, *s*, *t*, *u*, *ph*, *kh*, *ps*, *ō*. For *β*, *v* may be used if desired. (Compare with the remarks on transliteration of Classical Greek, p. 363.)

There are two quite different styles of Modern Greek: one is an extremely formal academic style, known as *katharevousa*; the other, called *Demotic Greek*, is used by everybody in daily speech, and in modern novels, stories, poetry, and some newspapers. There are considerable differences between the two styles in grammatical structure and vocabulary, but their pronunciation and spelling are largely the same.

### Special characters

Some of the letters of the alphabet have variant forms: for alpha, *α* and *α*; for beta, *β* and *β*; for theta, *θ* and *θ*; for kappa, *κ* and *κ*; for pi, *π* and *π*; for phi, *φ* and *φ*; for psi, *ψ* and *ψ*. These are used interchangeably.

Some Greek letters are exactly or nearly like the corresponding Latin letters: *A α*, *B β*, *δ*, *E ε*, *Z ζ*, *I ι*, *K κ*, *M μ*, *N ν*, *O ο*, *s σ*, *T τ*, *v υ*. The other letters are characteristically Greek: *Γ γ*, *Δ δ*, *ζ*, *Η η*, *Θ θ*, *Λ λ*, *μ*, *ν*, *Ξ ξ*, *Π π*, *Ρ ρ*, *Σ σ*, *Τ τ*, *Φ φ*, *Χ χ*, *Ω ω*.

### Vowels

The vowels are *α*, *ε*, *η*, *ι*, *ο*, *υ*, and *ω*, including the three vowels with a subscript (*α*, *η*, and *φ*), which are pronounced the same as their respective vowels without the subscript. The remaining letters are consonants.

## Combinations of two vowel letters (diphthongs)

αι	as <i>e</i> in <i>met</i>				in <i>met</i> , plus <i>v</i> before vowels and voiced consonants
αυ	as <i>a</i> in <i>watt</i> , plus <i>f</i> before voiceless consonants ( $\theta, \kappa, \xi, \pi, \sigma, \tau, \phi, \chi, \psi$ ); as <i>a</i> in <i>watt</i> , plus <i>v</i> before vowels and voiced consonants ( $\beta, \gamma, \delta, \zeta, \lambda, \mu, \nu, \rho$ )	ηυ	as <i>ee</i> in <i>eel</i> , plus <i>f</i> , before voiceless consonants; as <i>ee</i> in <i>eel</i> , plus <i>v</i> , before vowels and voiced consonants		
ει	as <i>ee</i> in <i>eel</i> ; <i>y</i> in <i>yet</i> , when after a consonant and before a vowel	οι	as <i>ee</i> in <i>eel</i> ; <i>y</i> in <i>yet</i> , when after a consonant and before a vowel		
ευ	as <i>e</i> in <i>met</i> , plus <i>f</i> , before voiceless consonants; as <i>e</i>	ου	as <i>ou</i> in <i>group</i> , same as <i>oo</i> in <i>food</i>	υι	as <i>ee</i> in <i>eel</i>

Note that *ει, οι, and υι* are pronounced the same as the simple vowels *η, ι, υ*, all like *ee* in *eel*.

## Combinations of two consonant letters (digraphs)

γκ as *g* in *go* initially; *ng* in *finger*, rarely *nk* in *sink*, elsewhere  
 γγ as *g* in *go* initially; *ng* in *finger*, rarely *nk* in *sink*, elsewhere  
 μπ as *b* in *bet* initially; *mb* in *ember*, rarely *mp* in *empty*, elsewhere  
 ντ as *d* in *did* initially; *nd* in *end*, rarely *nt* in *enter*, elsewhere  
 τζ as *dz* in *adz*; *j* in *judge* in some foreign words  
 τσ as *ts* in *hats*; *ch* in *chug* in some foreign words

## Consonantal units

For purposes of syllabification, any combination of consonants that may begin a Greek word is a unit. Hence, the following are consonantal units:

βδ, βλ, βρ	πλ, πν, πρ, πτ
γλ, γν, γρ	σβ, σθ, σκ, σμ, σπ, στ, στρ, σφ, σχ
δμ, δν, δρ	τλ, τμ, τρ
θλ, θν, θρ	φθ, φλ, φν, φρ
κλ, κμ, κν, κρ, κτ	χθ, χλ, χν, χρ
μν	

Also, any group of three consonants, the first two and the last two of which are units, as listed above, are likewise regarded as consonantal units. Thus, *χθρ* is a unit, because *χθ* and *θρ* are units.

## Rules for syllabification

1. Diphthongs, digraphs when they represent a single sound, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, digraph, or consonantal unit: *πα-τέ-ρας, παι-διά, βί-βλος*.
3. In a group of two or more consonants, the division is made before the last consonant, digraph, or consonantal unit: *γλώσ-σα, πορθ-μός, 'Αγ-γλία, ἄν-θραξ*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *εύ-ειδής, θέ-ατρον, λα-ϊκός, οὐ-ϊά*.
5. Certain adverbial prefixes are kept intact. These are: *άν, δια, δις, δυσ, εις, έκ, έν, έξ, μισ, προς, συν, ύηερ, and ώσ*: *άν-αρχία, έξ-άδελφος, ώσ-τε*.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φιλ-άνθρωπος, τρισ-άθλιος*.
7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *'Αγ-γλία, Βα-σιλ-κτών, 'Εδου-άρ-δος*; but foreign compound words are divided according to their component parts: *Τσεχ-ο-σλοβακία*.



*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ἀγνω-στι-κός	(2, 2)	με-λαγ-χο-λία	(2, 3, 2)
αἰ-μορ-ρο-ῖ-δες	(2, 3, 4, 2)	με-τα-βάλ-λον-ται	(2, 2, 3, 3)
αἰ-σθαν-τι-κός	(2, 3, 2)	μισ-αν-θρω-πία	(5, 3, 2)
Ἀμε-ρι-κα-νός	(2, 2, 2)	μπαρ-μπέ-ρης	(3, 2)
ἀν-ω-δύ-νως	(5, 2, 2)	ναυ-αρ-χεί-ον	(6, 3, 4)
ἀπο-στρα-τεύ-ο-μαι	(2, 2, 4, 2)	νε-ο-ελ-λη-νι-κός	(4, 6, 3, 2, 2)
βα-σιλ-λει-ον	(2, 2, 4)	Οὐά-σιγ-κτων	(2, 3)
γλαύ-κω-μα	(2, 2)	πο-λι-τεῖ-αι	(2, 2, 4)
δι-ά-γνω-σις	(4, 5, 2)	πλη-ρε-ξού-σι-οι	(2, 2, 2, 4)
δι-σ-ε-κα-το-μύ-ρι-ον	(5, 2, 2, 3, 2, 4)	προ-σ-έγ-γι-σις	(5, 3, 2)
δύ-σ-καμ-πτος	(5, 3)	συμ-βαλ-λό-με-νοι	(3, 3, 2, 2)
εἰ-σ-έρ-χο-μαι	(5, 3, 2)	συν-οι-κέ-σι-ον	(5, 2, 2, 4)
ἐκ-λαμ-πρό-της	(5, 3, 2)	συν-ο-μο-λο-γῶ	(5, 2, 2, 2)
Ἑλ-λά-δος	(3, 2)	συ-στη-μα-τι-κός	(2, 2, 2, 2)
Ἑξ-ο-χό-τη-τα	(5, 2, 2, 2)	σχ-ο-λαρ-χεί-ον	(2, 3, 4)
Ἑξ-ω-τε-ρι-κός	(5, 2, 2, 2)	σω-μα-τεμ-πο-ρία	(2, 2, 3, 2)
εὐ-ερ-γέ-της	(6, 3, 2)	σω-φρο-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ῖ-κός	(2, 2, 4, 2)	τε-λει-ο-ποι-η-σις	(2, 4, 2, 4, 2)
Ζω-ά-ρ-κεια	(4, 3)	τη-λέ-γραμ-μα	(2, 2, 3)
Ἥλε-κτρο-σκό-πι-ον	(2, 2, 2, 4)	τμη-μα-τάρ-χης	(2, 2, 3)
Ἥνω-μέ-ναι	(2, 2)	τρι-σ-ά-γι-ος	(6, 2, 4)
θε-ο-κρα-τι-κός	(4, 6, 2, 2)	τρι-σ-χιλ-ιοι	(6, 2, 4)
ἰδι-ο-συγ-κρα-σία	(4, 6, 3, 2)	ὑπερ-ά-γα-θος	(5, 2, 2)
κα-τά-θλι-ψις	(2, 2, 2)	ὑπερ-άν-θρω-πος	(5, 3, 2)
κα-ταρ-τι-σμός	(2, 3, 2)	ὑπερ-λαμ-προς	(5, 3)
Κων-σταν-τί-νος	(3, 3, 2)	φιλ-ά-δελ-φος	(6, 2, 3)
λε-ξι-κο-γρά-φος	(2, 2, 6, 2)	χα-λύ-βδι-νος	(2, 2, 2)
μα-γνη-τι-σμός	(2, 2, 2)	ψευ-δο-μάρ-τυς	(2, 2, 3)
μαι-ευ-τι-κή	(4, 2, 2)	ὥρ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ὠφε-λι-μό-της	(2, 2, 2)

**Stress and diacritics**

The three accent marks used in Greek now all represent the same thing—loud stress, although in Classical Greek they are supposed to have represented different pitch accents:

1. The acute (´), which may occur on the vowel, or on the second vowel of a diphthong, in any one of the last three syllables of a word.

2. The circumflex (˘), which may occur on the vowel, or on the second vowel of a diphthong, in either of the last two syllables of a word. The circumflex never appears over ε or ο.

3. The grave (`), which may occur only on the vowel, or on the second vowel of a diphthong, in the last syllable of a word; such a word must be followed directly by another word, not a period or comma.

Greek orthography also employs two "breathing" marks:

1. The rough breathing, or spiritus asper (´), which occurs on an initial vowel, or on the second vowel of an initial diphthong. It has no phonetic value, although in Classical Greek it represented an *h* sound before the vowel or diphthong; in transliteration, it may be represented by *h*.

2. The smooth breathing, or spiritus lenis (˘), which occurs on an initial vowel, or second vowel of an initial diphthong. It has no phonetic value, and in Classical Greek represented a lack of *h* sound before the vowel.

In text, these breathings and the grave and acute accent marks are placed above and to the left of capital vowel letters, rather than directly above.

Some words, called enclitics, may appear with no written accent at all; the word preceding an enclitic, however (unless it too is an enclitic), will always have at least one accent mark and may have two; e. g., *τοιαῦτά ἐστι*.

Another diacritical mark is the dieresis (trema) (¨), which occurs on the second of two vowels to indicate that they do not form a diphthong, which otherwise they would form: *καὶνόμενος* (pronounced *kaeinómenos* instead of *kainómenos*).

These diacritical marks may form combinations, as follows:

˘ lenis acute	˘ asper grave	˘˘ dieresis acute
˘ lenis grave	˘˘ circumflex lenis	˘˘ dieresis grave
˘ asper acute	˘˘ circumflex asper	

An **iota** is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ῥ, the nominative plural of ῥ; τιμῇ, third person singular of τιμῶ. This iota is called **iota subscript**.

### Capitalization

Capitalization is practically the same as in English. The pronoun of address is usually capitalized. Capital letters do not take diacritical marks. If a lowercase accented vowel is capitalized, the accent mark is dropped. An initial capital vowel, however, carries the accent mark before it. The **iota subscript** may be placed either beneath the vowel or changed into a regular **iota** and placed right after the vowel. Thus the words ἅγιος, ἅδης, and ἀπό, if capitalized, are set ἌΓΙΟΣ, ἈΔΗΣ, and ἈΠΟ. Ἀδης may also be set Αἰδης.

### Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

### Abbreviations

A. E.	Αὐτοῦ Ἐξοχότης, His Excellency
A. M.	Αὐτοῦ Μεγαλειότης, His Majesty
B. Δ.	Βασιλικὸν Διάταγμα, Royal Decree
βλ.	βλέπε, see
δηλ.	δηλαδή, that is, namely, to wit
δρ.	δραχμή, drachma
δράμ.	δράμιον, dram
Δ. Φ.	Διδάκτωρ Φιλοσοφίας, Ph. D.
Δ. Ν.	Διδάκτωρ Νομικῆς, LL. D.
ἐ. ἀ.	ἐνθα ἀνωτέρω, loc. cit.
ιδ.	ιδέ, see
I. X.	Ἰησοῦς Χριστός, Jesus Christ
Καθ.	Καθηγητής, Prof.
Κος	Κύριος, Mr.
Κα	Κυρία, Mrs.
κτλ.	καὶ τὰ λοιπά, etc.
κ. τ. ὅ.	καὶ τὰ ὅμοια, and the like
κφλ.	κεφάλαιον, chapter
λπτ.	λεπτά, lepta
μέρ.	μέρος, part
μ. μ.	μετὰ μεσημβρίαν, p. m.
μ. X.	μετὰ Χριστόν, A. D.

N. Δ.	Νέα Διαθήκη, New Testament; Νομοθετικὸν Διάταγμα, Legislative Ordinance
ν. ἡμ.	νέον ἡμερολόγιον, New Style
Ο'	Ἑβδομήκοντα, Septuagint
Π. Δ.	παλαιὰ Διαθήκη, Old Testament; Προεδρικὸν Διάταγμα, Presidential Order
πλ.	πληθυντικός, plural
π. μ.	πρὸ μεσημβρίας, a. m.
πρβλ.	παραβάλε, compare, cf.
π. X.	πρὸ Χριστοῦ, B. C.
π. χ.	παραδείγματος χάριν, for example, e. g.
σεβ.	σεβαστός, Hon.
σελ.	σελίς, page
στήλ.	στήλη, column
σύγκρ.	σύγκρινε, compare, cf.
τ. ἐ.	τοῦτ' ἐστίν, that is, i. e.
τόμ.	τόμος, volume
T. Σ.	τόπος σφραγίδος, L. S., loco sigilli
τρ. ἔτ.	τρέχοντος ἔτους, current year
φ.	φύλλον, folio
χιλ.	χιλιόμετρον, kilometer

### Cardinal numbers

εἷς (ἕνας), μία, ἓν(a)	one	εἴκοσι ἓνα (m. and n.), εἴκοσι μία (f.)	twenty-one
δύο	two	εἴκοσι δύο, etc.	twenty-two, etc.
τρῆς, τρία	three	τριακό(ν)τα	thirty
τέσσαρες, -α	four	σαράντα	forty
πέντε	five	πενήντα	fifty
ἕξι(ι)	six	ἑξήντα	sixty
ἑπτὰ (ἐφτά)	seven	ἑβδομήντα	seventy
οκτώ	eight	ογδώντα	eighty
ἐννέα	nine	ἐνενήντα	ninety
δέκα	ten	ἐκατόν	one hundred
ἑνδεκα	eleven	ἐκατόν ἕνας, etc.	one hundred and one, etc.
δώδεκα	twelve	διακόσια	two hundred
δεκατρεῖς (m. and f.), δεκατρία (n.)	thirteen	τριακόσια	three hundred
δεκατέσσαρες (m. and f.), δεκατέσσαρα (n.)	fourteen	τετρακόσια, etc.	four hundred, etc.
δέκα πέντε, etc.	fifteen, etc.	χίλια	thousand
εἴκοσι	twenty	δύο χιλιάδες, etc.	two thousand, etc.
		ἓν ἑκατομμύριον	million

NOTE.—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use Roman numerals, the Modern Greek uses the same scheme of letters as used in Classical Greek. (See p. 364.)

### Ordinal numbers

πρῶτος	first	είκοστός	twentieth
δεύτερος	second	είκοστός πρῶτος,	twenty-first, etc.
τρίτος	third	etc.	
τέταρτος	fourth	τριακοστός	thirtieth
πέμπτος	fifth	τεσσαρακοστός	fortieth
ἕκτος	sixth	πεντηκοστός	fiftieth
ἑβδομος	seventh	ἑξηκοστός	sixtieth
ὀγδοος	eighth	ἑβδομηκοστός	seventieth
ἐννατος	ninth	ὀγδοηκοστός	eightieth
δέκατος	tenth	ἐνενηκοστός, etc.	ninetieth, etc.
ἐνδέκατος	eleventh	ἐκατοστός	hundredth
δωδέκατος	twelfth	χιλιοστός	thousandth
δέκατος τρίτος, etc.	thirteenth, etc.	ἐκατομυριοστός	millionth

### Months

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αὐγουστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ἀπρίλιος	April	Ὀκτώβριος	October
Μάϊος	May	Νοέμβριος	November
Ἰούνιος	June	Δεκέμβριος	December

### Days

Κυριακή	Sunday	Πέμπτη	Thursday
Δευτέρα	Monday	Παρασκευή	Friday
Τρίτη	Tuesday	Σάββατο(ν)	Saturday
Τετάρτη	Wednesday		

### Seasons

ἄνοιξις	spring	φθινὸ πῶρον	autumn
καλοκαῖρι	summer	χειμῶν (χειμῶνας)	winter

### Time

ὥρα	hour	μήνας	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

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## GREEK (Classical)

“Οὐκοῦν,” ἔφη ὁ Σωκράτης, “εἰ γε ταῦτα τοιαῦτά ἐστι, καλῶς ἂν ἔχοι  
ἐξετάζειν τινὰ ἑαυτὸν, πόσον ἄρα τυγχάνει τοῖς Φίλοις ἄξιος ὢν, καὶ πειρᾶσθαι  
ὥς πλείστου ἄξιος εἶναι, ἵνα ἤττον αὐτὸν οἱ φίλοι προδιδῶσιν. ἐγὼ γάρ τοι,”  
... —ΑΙ ΦΙΛΩΝ ΑΞΙΑΙ, Β’.

### Alphabet and pronunciation

Α	α	alpha	long: <i>ah</i> in <i>bah</i> ; short: <i>a</i> in <i>watt</i>
Β	β	beta	<i>b</i>
Γ	γ	gamma	<i>g</i> in <i>go</i> ; <i>ng</i> in <i>sing</i> , before γ, κ, χ, and ξ
Δ	δ	delta	<i>d</i>
Ε	ε	epsilon	<i>e</i> in French <i>été</i> ; anglicized, <i>e</i> in <i>pet</i>
Ζ	ζ	zeta	<i>z</i> , <i>dz</i> , or <i>zd</i> ; anglicized, <i>z</i>
Η	η	eta	<i>a</i> in <i>fare</i>
Θ	θ	theta	<i>th</i> in <i>hothouse</i> ; anglicized, <i>th</i> in <i>thin</i>
Ι	ι	iota	long: <i>i</i> in <i>machine</i> ; short: <i>i</i> in <i>pit</i>
Κ	κ	kappa	<i>k</i>
Λ	λ	lambda	<i>l</i>
Μ	μ	mu	<i>m</i>
Ν	ν	nu	<i>n</i>
Ξ	ξ	xi	<i>x=ks</i>
Ο	ο	omicron	<i>o</i> in <i>ghost</i> ; sometimes anglicized to <i>o</i> in <i>on</i>
Π	π	pi	<i>p</i>
Ρ	ρ	rho	<i>r</i>
Σ	σ s	sigma	<i>s</i> in <i>see</i>
Τ	τ	tau	<i>t</i>
Υ	υ	upsilon	like German <i>ü</i> ( <i>ee</i> with lips rounded as for <i>oo</i> ); long: as in <i>Hüte</i> ; short: as in <i>Hütte</i> ; sometimes anglicized to <i>u</i> in <i>union</i>
Φ	φ	phi	<i>ph</i> in <i>loophole</i> ; anglicized, <i>ph</i> in <i>phone</i> , = <i>f</i>
Χ	χ	chi	<i>ckh</i> in <i>blockhouse</i> ; sometimes anglicized to <i>k</i> in <i>king</i>
Ψ	ψ	psi	<i>ps</i> in <i>caps</i>
Ω	ω	omega	<i>o</i> in <i>or</i> ; anglicized, <i>o</i> in <i>go</i>

In transliteration from Classical Greek, the letters may be represented thus: *a*, *b*, *g*, *d*, *e*, *z*, *ē*, *th*, *i*, *k*, *l*, *m*, *n*, *x*, *o*, *p*, *r*, *s*, *t*, *u*, *ph*, *kh*, *ps*, *δ*; initial *ρ* is transliterated by *rh*, internal *ρρ* by *rrh*; *υ* not following α, ε, η, ι often represented by *y* instead of *u*. It was formerly customary to latinize Classical Greek names, and this custom is still followed for most ordinary names used in English literature; in doing this, the letters are transliterated as above, except: γ is represented by *n* before γ, κ, ξ, χ; η, by *e*, but the macron is usually omitted, giving simply *e*; κ, by *c*; υ, by *y*, except after α, ε, η, ι, where it is *u*; χ, by *ch*; ω, by *o*, but the macron is usually omitted. The diphthong ει may be represented by *i* instead of *ei*; the diphthong ου may be represented by *u* instead of *ou*. The “rough breathing” is represented by *h*. The accents and other diacritical marks may be omitted, though they may be shown as ‘, ^, ‘, ‘.

**Diphthongs**

αι	ai in aisle	αν	ou in out
ει	ei in veil	ευ	e in pet, u in rule; often anglicized to u in use
οι	oi in oil	ου	ou in soup
υι	German ū, plus i in machine; often anglicized to we as in we		

**Typography**

The typography of Classical Greek now follows in the main the conventions of Modern Greek; and the rules for syllabification of Modern Greek apply to Classical Greek as well.

**Cardinal numbers**

α'	εἷς, μία, ἓν	one	ν'	πεντήκοντα	fifty
β'	δύο	two	ξ'	ἑξήκοντα	sixty
γ'	τρῆς, τρία	three	ο'	ἑβδομήκοντα	seventy
δ'	τέτταρες, -ρα	four	π'	ὀγδοήκοντα	eighty
ε'	πέντε	five	ζ'	ἐνενήκοντα	ninety
ς'	ἕξ	six	ρ'	ἑκατόν	hundred
ζ'	ἑπτά	seven	ρα'	ἑκατόν καὶ εἷς, etc.	one hundred and one, etc.
η'	ὀκτώ	eight	ς'	διακόσιοι, -αι, -α	two hundred
θ'	ἐννέα	nine	τ'	τριακόσιοι, -αι, -α	three hundred
ι'	δέκα	ten	υ'	τετρακόσιοι, -αι, -α	four hundred
ια'	ἐνδεκα	eleven	φ'	πεντακόσιοι, -αι, -α	five hundred
ιβ'	δώδεκα	twelve	χ'	ἑξακόσιοι, -αι, -α	six hundred
ιγ'	τρεῖςκαίδεκα, etc.	thirteen, etc.	ψ'	ἑπτακόσιοι, -αι, -α	seven hundred
κ'	ἑκοσι(ν)	twenty	ω'	ὀκτακόσιοι, -αι, -α	eight hundred
κα'	ἑκοσιν εἷς, etc.	twenty-one, etc.	θ'	ἐννακόσιοι, -αι, -α	nine hundred
λ'	τριάκοντα	thirty	, α	χίλιοι, -αι, -α	thousand
μ'	τετταράκοντα	forty	, ι	μύριοι, -αι, -α	ten thousand

**Ordinal numbers**

πρῶτος, -η, -ον	first	δέκατος	tenth
δεύτερος, -α, -ον	second	ἐνδέκατος	eleventh
τρίτος, -η, -ον	third	δωδέκατος	twelfth
τέταρτος	fourth	τρίτος καὶ δέκατος, etc.	thirteenth, etc.
πέμπτος	fifth	εἰκοστός	twentieth
ἕκτος	sixth	εἰκοστός πρῶτος, etc.	twenty-first, etc.
ἑβδομος	seventh	τριακοστός, etc.	thirtieth, etc.
ὀγδοος	eighth	χιλιοστός	thousandth
ἐνατος	ninth		

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000; e. g., α' = 1, , α = 1000, , α ἑμδ' = 1944.

**Chronology**

The ancient Greeks divided time into periods of 4 years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B. C. Each year was divided into 12 months, but there was no division into weeks.

The seasons were called *ἔαρ* (ἦρ), spring; *θέρους*, summer; *ὀπώρα*, autumn, and *χειμα* (χειμών), winter.

After the rise of Roman supremacy, the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity, the weekly system was adopted, with names of the days as in Modern Greek.

**Months**

Ἑκατομβαιῶν	Hecatombaion	About July
Μεταγειτνιών	Metageitnion	August
Βοηδρομιών	Boëdromion	September
Πυανεψιών	Pyanepsion	October
Μαιμακτηριών	Maimacterion	November
Ποσειδεών	Poseideon	December
Ποσειδεών δεύτερος	Second Poseideon	In leap years only
Γαμηλιών	Gamelion	January
Ἀνθεστηριών	Anthesterion	February
Ἐλαφηβολιών	Elaphebolion	March
Μουνυχιών	Mounichion	April
Θαργηλιών	Thargelion	May
Σκιροφοριών	Skirphorion	June

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombaion was intended to fall upon the summer solstice, but it actually varied from the middle of June to the first week in August.

**Time**

ώρα	hour	μῆν	month
ἡμέρα	day	ἔτος	year
ἐβδομάς	week		



## INCUNABULA

The following old forms of letters, letter combinations, and abbreviations will be helpful to those interested in reading early Greek records or manuscripts. Those under I are individual letters; those under II to VI represent various letter combinations or entire words.

I

α γ δ ε ε κ ν ν ν σ

II

ον γάρ γάρ ει ει ελ ην ου τω υ δε και τι

III

IV

V

VI

αυθι	ειναι	μετα	ταυθα
αλ	εν	μω	την
αλλ	επειδη	μων	της
αν	επευ	οιον	της
αρ	επι	ουκ	το
αυτο	επι	ουτος	τον
γγ	επι	παρα	του
γαρ	επι	περ	του
γαρ	ερ	περι	τους
γελ	ευ	πο	τρ
γεν	κατα	ρο	τρο
γερ	κεφαλαιον	σα	τω
γινεται	ματων	σε	των
γο	μεθ	σθαι	των
γρι	μεν	σο	υι
γρο	μεν	σπ	υν
δεξ	μεν	σσ	υπ
δευ	μεν	σω	χθ
δια	μενος	ται	χο
δια	μετα	ταις	ω

## INCUNABULA LIGATURES

Many of the old character forms, digraphs, prefixes, and suffixes were conventionalized into ligatures, of which there are a very large number in the old editions. Those most frequently used are shown in the following table:

Character	Value	Character	Value	Character	Value	Character	Value
α	α	ϛ	γϛ	ϑ	θ	μ	μελ
β	αλ	γ	γω	ϑ	θ	ν	μεν
γ	αλλ	δ	δα	ϑ	θ	ξ	μετα
δ	αν	ε	δα	ϑ	θ	η	μη
ε	αξ	ϛ	δαν	ϑ	θ	ι	μη
ς	απ	ζ	δας	ϑ	θ	κ	μη
τ	αρ	δ	δαν	ϑ	θ	λ	μη
θ	α	ε	δαν	ϑ	θ	μ	μη
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θ	αυ	δ	δαν	ϑ			





## HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֶת הַשָּׁמַיִם וְאֶת הָאָרֶץ: וְהָאָרֶץ הָיְתָה תֹהוֹ וָבֹהוּ וְהַשָּׁד עַל־פְּנֵי תְהוֹם וְרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמָּיִם: וַיֹּאמֶר אֱלֹהִים יְהִי אֹר וַיְהִי־אֹר: וַיֵּרָא אֱלֹהִים אֶת־הָאֹר פְּיטוֹב וַיְבָרֶךְ אֱלֹהִים בֵּין הָאֹר וּבֵין הַחֹשֶׁךְ: וַיִּקְרָא אֱלֹהִים לְאֹר יוֹם וּלְחֹשֶׁךְ קִרָּא לַיְלָה וַיְהִי־עֶרֶב וַיְהִי־בֹקֶר יוֹם אֶחָד: Genesis 1: 1-5—

### Alphabet, transliteration, and pronunciation

	Name	Transliteration	Phonetic value	Numeral value
א	'Alef	' or omit	originally a glottal stop; now silent	1
ב	Bēth	<i>b, v</i>	<i>b, v</i>	2
ג	Gīmel	<i>g</i>	<i>g</i> in <i>go</i>	3
ד	Daleth	<i>d</i>	<i>d</i>	4
ה	Hē	<i>h</i>	<i>h</i> ; silent at end of word	5
ו	Wāw	<i>w</i>	originally <i>w</i> ; now <i>v</i>	6
ז	Zayin	<i>z</i>	<i>z</i>	7
ח	Ḥēth	<i>ḥ</i>	a strong <i>h</i>	8
ט	Ṭēth	<i>ṭ</i>	originally emphatic <i>t</i> ; now <i>t</i>	9
י	Yōd	<i>y</i>	<i>y</i> in <i>yes</i>	10
כ	Kaf	<i>k, kh</i>	<i>k, kh</i> as German <i>ch</i>	20
ל	Lamed	<i>l</i>	<i>l</i>	30
מ	Mēm	<i>m</i>	<i>m</i>	40
נ	Nūn	<i>n</i>	<i>n</i>	50
ס	Samekh	<i>s</i>	<i>s</i> in <i>so</i>	60
ע	'Ayin	'	originally a laryngeal voiced spirant; now silent	70
פ	Pē	<i>p, f</i>	<i>p, f</i>	80
צ	Ṣadē	<i>ṣ</i>	originally emphatic <i>s</i> ; now <i>ts</i> in <i>pets</i>	90

[Concluded on following page]

	Name	Transliteration	Phonetic value	Numeral value
ק	Qōf	<i>q</i>	originally velar <i>k</i> ; now <i>k</i>	100
ר	Rēsh	<i>r</i>	<i>r</i> , as in French uvular or Italian trilled	200
ש	Šīn, Shīn	<i>ś, sh</i>	<i>ś</i> ; originally palatal; now <i>s</i> in so; <i>sh</i> as in shoe	300
ת	Tāw	<i>t</i>	<i>t</i> ; originally also like <i>th</i> in thin	400

In transliteration, especially of names, the macrons over vowels and the dots under consonants, as well as ' and ' , are often omitted; ' is also printed as ' . For *f*, *ph* is often used. For *ś*, an ordinary *s* is often found, and then samekh is sometimes represented by *ś*. For *sh*, *ś* is sometimes used, especially in scholarly works. There are other special transliteration practices to be found in scholarly works.

Hebrew is read from right to left. Its alphabet consists of 22 letters, all consonants; the vowels are represented by vowel signs or points, as explained under Vowels below.

### Special characters

Five of the letters (*kaf*, *mēm*, *nūn*, *pē*, and *šadē*) have a so-called final form, shown immediately to the right of its respective regular form. This final form is used as the final letter of a word.

Eight of the letters represent two sounds each, distinguished by means of a dot, as follows:

ב as <i>b</i> or <i>v</i>	ב as <i>b</i> or <i>bb</i>
ג as <i>g</i> ; also like Dutch <i>g</i>	ג as <i>g</i> in big, <i>gg</i>
ד as <i>d</i> ; and like <i>th</i> in then	ד as <i>d</i> , <i>dd</i>
ה as <i>h</i> or silent	ה as <i>hh</i> (stronger aspiration)
כ as <i>k</i> or German <i>ch</i>	כ as <i>k</i> , <i>kk</i>
פ as <i>p</i> or <i>f</i>	פ as <i>p</i> , <i>pp</i>
צ as <i>sh</i>	צ as <i>s</i> in sin
ח as <i>t</i> or <i>th</i>	ח as <i>t</i> , <i>tt</i>

Some of the letters seem to be more or less similar. These are grouped, for the convenience of identification, within brackets below:

[ Bēth      Kaf ]	[ Daleth      Kaf (final)      Resh ]	[ Mēm (final)      Šamekh ]
[ ב      כ ]	[ ד      ך      ר ]	[ ם      ס ]
[ Gimel      Nūn ]	[ Teth      Mēm ]	[ 'Ayin      Šadē ]
[ ג      נ ]	[ ט      ם ]	[ ׀      ׀      ת ]
	[ Wāw      Zayin      Yōd      Nūn (final) ]	
	[ ו      ז      י      ך ]	

### Vowels

The vowels are represented by marks called vowel points. These are placed above or below the consonant and, with the exception of the furtive patah, have the effect of a vowel following the consonant; e. g., בַּ (ba), בֶּ (bē). The forms, names, and sounds of the vowels are as follows:

Long Vowels		Short Vowels	
Qameṣ ā	<i>a</i> as in palm	Patah a	<i>a</i> as in part (short)
Šere ē	<i>ei</i> as in vein	Segol e	<i>e</i> as in bed
Hirik gadol ī	<i>i</i> as in machine	Hirik katon i	<i>i</i> as in big
Ḥolam ō	<i>o</i> as in no	Qameṣ katon o	<i>o</i> as in soft
Šuruk ū	<i>oo</i> as in moon	Kubbutz u	<i>u</i> as in full

### The furtive patah

All vowels are pronounced as if they follow the consonant to which they are ascribed, with the exception of final ך, which is pronounced not *ha*, but *ah*. This patah is termed "furtive patah."

# The shwa

Sometimes shwa represents the sound of the first *e* in believe; e. g., שְׁמַע (shema); it may be transliterated *e*. At other times it is not pronounced, as in אַבְרָם (avrom), so that a consonant cluster results. Also, shwa is written, according to certain rules for writing Hebrew, before the points for *a*, *e*, and *o* to represent a very short vowel; e. g., אֵתְּ, אֵמֶת, אֵנִי. These vowel point combinations, אֵ, אֵי, and אֵי are transliterated *ä*, *ë*, and *ö*, respectively.

## Punctuation and accentuation

Although the principles and marks of punctuation in modern Hebrew are, in the main, as in English, Scriptural Hebrew employs, in addition to the vowel points, 21 accent marks, which are placed either singly or in various combinations above or below the consonantal characters they modify. These have a threefold object: (*a*) to indicate stress; (*b*) to direct cantillation—the chanting in which the Scriptures are intoned; and (*c*) to indicate distinctions in the meanings of words, e. g., בְּנוּ they build, but בְּנוֹ in us.

As marks of cantillation, accent marks are divided into two classes: disjunctives and conjunctives, the former corresponding to marks of separation in English—the period, semicolon, comma, etc., the latter indicating that the word bearing them is connected in sense with that which follows. The table presents the forms, names, and classifications of these accents:

Disjunctives					
Form	EMPERORS (מְלָכִים)	Name	Form	PRINCES (מְשֻׁנִּים)	Name
בְּ	Silluq	סִלּוּק	זַ	Zarqā'	זֶרְקָא
בְּ	'Ethnāh	אֶתְנַח	בְּ	Pašlā'	פַּשְׁלָא
KINGS (מְלָכִים)			בְּ	Yethw	יֶתִיב
זַ	Segōltā'	סֶגוּלְתָא	בְּ	Tevīr	תֵּבִיר
זַ	Zāqēf Qāṭōn	זָקֵף קָטוֹן	בְּ	'Azlā'	אֶזְלָא
זַ	Zāqēf Gādōl	זָקֵף גָּדוֹל	בְּ	Gērēš	גֵּרֶשׁ
בְּ	Tippēhā'	טִפְפָּהא	בְּ	Gēršayīm	גֵּרְשָׁיִם
בְּ	Rēvīa'	רֵבִיעַ	COUNTS (מְשֻׁנִּים)		
בְּ	Šālšelet	שְׁלֹשֶׁת	בְּ	Pāzēr	פָּזֵר
			בְּ	Qarnēy Fārāh	קֶרְנֵי פָּרָה
			בְּ	Telīšāh Gēdōlāh	תֵּלִישָׁה גְּדוּלָה
			בְּ	Telīšāh Qeṭannāh	תֵּלִישָׁה קֶטַנָּה
			בְּ	Pešiq	פֶּסִיק
Conjunctives					
בְּ	Mūnah	מוֹנַח	בְּ	Dargā'	דֶּרְגָא
בְּ	Mahpakh	מַחְפָּף	בְּ	Merkā'	מֶרְכָא
בְּ	Qadmā'	קֶדְמָא	בְּ	Merkā' Kefūlāh	מֶרְכָא כְּפוּלָה

There are also three supplementary marks of interpunction: The *soph-pasuk* (:), terminal mark of a verse; the *pesik* (|), for a pause within the verse; and *makkēph* (ˉ), the elevated hyphen between words.



## Syllabification

It is the rule in Hebrew not to divide words.

## The calendar

The Hebrew calendar was given its present fixed form by Hillel II about A. D. 360. It is based on a year of 12 months, alternating 30 and 29 days, with an intercalary month of 29 days in leap year. These months, with their corresponding periods in the Gregorian calendar, are as follows:

Tishri	תשרי	September-October
Heshvan	חשון	October-November
Kislev	כסלו	November-December
Tebet	טבת	December-January
Shebat	שבט	January-February
Adar	אדר	February-March
Veadar	ואדר	Intercalary month
Nisan	ניסן	March-April
Iyar	אייר	April-May
Sivan	סיון	May-June
Tammuz	תמוז	June-July
Ab	אב	July-August
Elul	אלול	August-September

The year begins on the first day of the month of Tishri, which is the day of the Molad, or appearance of the new moon, nearest the autumnal equinox. The actual date is, however, sometimes shifted 1 or 2 days, according to specific regulations; thus, New Year may not fall on either a Friday or a Sunday, since that would conflict with the observance of the Sabbath; nor, for a like reason, may it come on a Wednesday, since that would cause Atonement Day to come on a Friday.

To convert a given year (anno Domini) into its corresponding Hebrew year (anno mundi), add 3,760 to the former, bearing in mind, however, that the year begins in September. As the Hebrew calendar omits the thousands, the year 5705, corresponding to the Christian year 1945, is represented in Hebrew characters by תש"ה, 705, these characters, as already explained, denoting 400, 300, and 5, respectively.

The days of the week are referred to as first day, second day, etc., the seventh being called Sabbath (שבת). The holidays, festivals, and fasts, with their dates, are as follows:

Rosh Hashana (New Year, Tishri 1)	ראש השנה
Tsom Gedaliah (Fast of Gedaliah, Tishri 3)	צום גדליה
Yom Kippur (Day of Atonement, Tishri 10)	יום כפור
Sukkoth (Feast of Tabernacles, Tishri 15-22)	סוכות
Simhath Torah (Rejoicing Over the Law, Tishri 23)	שמחת תורה
Hanukkah (Feast of Dedication, Kislev 25)	חנוכה
Asereth b'Tebet (Fast of Tebet, Tebet 10)	עשרת בטבת
Purim (Feast of Lots, Adar 14)	פורים
Pesach (Passover, Nisan 15-21)	פסח
Shabuoth (Feast of Weeks, Sivan 6)	שבועות
Tishah b'Ab (Fast of Ab, Ab 9)	תשעה באב

## Abbreviations

In Hebrew, abbreviations are set as follows: If of one letter, one prime mark (') is used after the letter; if of more than one letter, a double prime (") is used

just before the last letter. Vowel points are always omitted. The abbreviations most frequently used are as follows:

Sir, Master, Mr.; thousand-----  
Aleph Beth (the alphabet)-----  
Said our learned ones of blessed memory-----

א', אדון; אלף  
א"ב, אלף בית  
אחול, אמרו חכמינו וזכרונם  
לברכה  
א"י, ארץ ישראל  
א"ה, אם ירצה השם  
בה"כ, בית הכנסת  
ב"י, בני ישראל  
בוה"ל, בזה הלשון  
בע"מ, בעל מחבר  
נ', גאון

The Land of Israel (Palestine)-----  
God willing-----  
Synagogue-----  
Sons of Israel, the Jews-----  
In these words, viz-----  
The author-----  
Gaon (title of Jewish princes in the Babylonian  
exile), His Highness, His Majesty.

ד"י, דיני ישראל  
הקב"ה, הקדוש ברוך הוא  
חב"ר, חרבן בית ראשון  
חב"ש, חרבן בית שני  
יצי"מ, יציאת מצרים  
כמ"ש, כמו שנאמר; כמו שכתב  
לב"ע, לבריאת עולם  
לה"ק, לשון הקדש  
מו"ט, מול טוב  
ס"ק, ספרים הקדושים  
ס"ת, ספר תורה  
ע"ה, עליו השלום  
עוה"ב, עולם הבא  
ער"ה, ערב ראש השנה  
ע"ש, ערב שבת  
פ', פסוק; פרק  
פב"ד, פסק בית דין  
צ', צדיק; ציון  
צה"ד, צדוק הדין  
קה"ת, קריאת התורה  
קכ"ד, קדם כל דבר  
רז"ל, רבותינו וזכרונם לברכה  
רמב"ם, ר' משה בן מימון  
רש"ס, רשימת ספרים  
ש, שנה; שורה; שעה  
שו"ט, שבתות וימים טובים  
שנ', שנאמר  
ת"ב, תלמוד בבלי  
תנ"ך, תורה, נביאים, כתובים

The laws of Israel-----  
The Holy One, Blessed be He (the Lord)-----  
Destruction of the First Temple-----  
Destruction of the Second Temple-----  
Exodus from Egypt-----  
As it was said; as it was written-----  
A. M. (anno mundi)-----  
The Holy Language (Hebrew)-----  
Good luck; I congratulate you-----  
The Sacred Books-----  
The Holy Scroll-----  
May he rest in peace-----  
In the Hereafter-----  
New Year's Eve-----  
Sabbath Eve-----  
Verse; chapter-----  
The judgment of the court-----  
Saint (St.); Zion-----  
Recognition of God's justice-----  
The reading of the Holy Scroll-----  
First of all-----  
Our Rabbis of Blessed Memory-----  
Rabbi Moses, son of Maimon (Maimonides)-----  
Catalog-----  
Year; line; hour-----  
Sabbath days and holidays-----  
As stated-----  
Babylonian Talmud-----  
The Books of the Law, the Prophets, and Hagio-  
grapha (Old Testament).

# Cardinal numbers

one	אחד, אחד	twenty	עשרים
two	שנים, שתיים	thirty	שלשים
three	שלוש, שלש	forty	ארבעים
four	ארבעה, ארבע	fifty	חמשים
five	חמשה, חמש	sixty	ששים
six	שה, שש	seventy	שבעים
seven	שבעה, שבע	eighty	שמנים
eight	שמונה, שמונה	ninety	תשעים
nine	תשעה, תשע	hundred	מאה
ten	עשרה, עשר	thousand	אלף

In forming the numbers from 11 to 19, the terms עשרה in the feminine and עשר in the masculine are used, preceded by the proper unit number; for 21 and upward, the term corresponding to the proper tenth digit is followed by the proper unit term preceded by the conjunction ו, and; e. g., twelve שנים עשר, twenty-four עשרים וארבע, etc.

**Ordinal numbers**

first	ראשון	sixth	ששי
second	שני	seventh	שביעי
third	שלישי	eighth	שמיני
fourth	רביעי	ninth	תשיעי
fifth	חמישי	tenth	עשירי

After 10 the ordinals are similar in form to the cardinals with the addition of the definite article ה; e. g., העשרים, the twentieth.

**Seasons**

spring	אביב	autumn	סתיו
summer	קיץ	winter	חורף

**Time**

hour	שעה	month	חדש
day	יום	season	מועד
week	שבוע	year	שנה

REFERENCES.—J. Philips and A. Hyman, *Complete Instructor in Hebrew* (1919); J. Weingreen, *A Practical Grammar for Classical Hebrew* (1939); A. S. Waldstein, *English Hebrew and Hebrew English Dictionary* (1936); P. Arnold-Kellner and M. D. Gross, *Complete Hebrew-English Dictionary* (1923).



## HUNGARIAN

Az ótátrafüredi vendéglőben már nem muzsikált a cigány és a vendégek nagy része is elutazott már haza. Akik még ott maradtak, az a pár ember, elért a vacsoránál három-négy asztal körül. Pedig most járt a leggyönyörűbb idő, az esős nyarat tiszta, napsütéses ősz váltotta föl.—K. Csathó, 'A varjú a toronyórán'.

### Alphabet and pronunciation

A	a	<i>aw</i> in law, but shorter
Á	á	<i>a</i> in father; in family names sometimes written <i>aa</i> , <i>aá</i>
B	b	<i>b</i>
C	c	<i>ts</i> ; formerly written <i>cz</i>
Cs	cs	<i>ch</i> in church
D	d	<i>d</i>
E	e	<i>e</i> in met
É	é	somewhat like <i>ei</i> in eight
F	f	<i>f</i>
G	g	<i>g</i> in go
Gy	gy	somewhat like <i>dy</i> in did you, said rapidly
H	h	<i>h</i>
I	i	<i>i</i> in hit; in family names sometimes written <i>y</i>
Í	í	<i>ee</i> in meet
J	j	<i>y</i> in yes
K	k	<i>k</i>
L	l	<i>l</i>
Ly	ly	<i>y</i> in yes
M	m	<i>m</i>
N	n	<i>n</i> ; before <i>g</i> , as <i>ng</i> in finger; before <i>k</i> , as in sink
Ny	ny	somewhat like <i>ny</i> in canyon
O	o	<i>o</i> in November (short)
Ó	ó	<i>o</i> in no; in family names sometimes written <i>oo</i> , <i>oó</i>
Ö	ö	tongue position as for <i>e</i> in met, with lips rounded as for <i>oo</i> in food; like short German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eö</i> , <i>ew</i>
Ő	ő	tongue position as for <i>a</i> in care, with lips rounded as for <i>oo</i> in food; like long German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eő</i>
P	p	<i>p</i>
R	r	trilled <i>r</i>
S	s	<i>sh</i> in shoe
Sz	sz	<i>s</i> in so
T	t	<i>t</i>
Ty	ty	somewhat like <i>ty</i> in hit you, said rapidly
U	u	somewhat like <i>oo</i> in good
Ú	ú	<i>oo</i> in food

[Concluded on following page]

Ű	ű	tongue position as for <i>i</i> in hit, with lips rounded as for <i>oo</i> in food; like short German <i>ü</i> or French <i>u</i>
Ű	ű	tongue position as for <i>ee</i> in meet, with lips rounded as for <i>oo</i> in food; like long German <i>ü</i> or French <i>u</i>
V	v	<i>v</i> ; in family names sometimes written <i>w</i>
Z	z	<i>z</i> in zone
Zs	zs	<i>s</i> in pleasure

The vowels *á, é, í, ó, ő, ú,* and *ű* are long; the other vowels are short. Double consonants are pronounced long, somewhat in the manner of *n(k)n* in penknife. When doubled, *cs, gy, ly, ny, sz, ty,* and *zs* are written *ccs, ggy, lly, nny, ssz, tty,* and *zsz*.

The letters *g, w, x,* and *y* are not considered a part of the Hungarian alphabet. In alphabetical listings which include foreign words or names, or words in very antiquated Hungarian orthography, e. g., proper names, *q* follows *p*, and *w, x,* and *y* come between *v* and *z*. The combination *qu* is pronounced *kv*; *w* is usually pronounced *v*; *x* is pronounced as though written *ksz*. The letter *y* in many family names is pronounced as though written *i*.

### Special characters

Hungarian uses the Latin alphabet with the addition of the following special characters: *Á á, Ê é, Í í, Ó ó, Ő ő, Œ œ, Ű ú, Ū ü,* and *Ŭ ŭ*.

### Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ő, ő, u, ú, ü,* and *ű*; the remaining letters of the alphabet are consonants.

### Diphthongs

Hungarian has no diphthongs. Each vowel is fully articulated, and each word has as many syllables as it has vowels.

### Digraphs

The digraphs and their sounds are:

*ch* as *ch* in church (old spelling)  
*cs* (see Alphabet and pronunciation)  
*cz* now written *c*, like *ts*; formerly regarded part of the alphabet, following *cs*  
*ds* as *j* in judge  
*dz* as *d* followed by *z*  
*dzs* as *j* in judge  
*gh* as *g* in go (old spelling)  
*gy* (see Alphabet and pronunciation)

*ly* (see Alphabet and pronunciation)  
*ny* (see Alphabet and pronunciation)  
*ph* as *f* (in foreign words)  
*rh* as though written *r* (old spelling and foreign words)  
*sz* (see Alphabet and pronunciation)  
*th* as *t* (old spelling and foreign words)  
*ty* (see Alphabet and pronunciation)  
*zs* (see Alphabet and pronunciation)

### Rules for syllabification

1. Digraphs may not be divided.
2. Division is made on a vowel before a single consonant or digraph: *vá-ros, ró-zsa*.
3. In a group of two or more consonants, division is made before the last consonant or digraph: *ab-rak, al-szik, asz-tal, elméncz-ség, rend-szer, tán-czol*.
4. Vowels may be divided: *mi-enk, ti-e-id*.
5. Certain adverbial prefixes are kept intact. These are: *al, át, el, fel, fenn, hát, ki, leg, meg, szét, túl,* and *viszon*: *al-elnök, át-adni, el-adás,* etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *bér-autó* (taxicab), *állam-adósság* (national debt). This rule does not apply, however, to merely inflected words or suffixed words: *ké-sem* (my knife) (rather than *kés-em*), *asztal-on* (on the table) (rather than *asztal-on*).
7. Contracted double consonants (*ccs, ccz, ggy, lly, nny, ssz, tty,* from *cscs, cccz, gygy, lyly, nyny, szsz, tyty*) may be divided, but in that case the elided consonant must be restored. Thus *hosszú, faggyú, hattyú* are divided *hosz-szú, fagy-gyú, haty-tyú,* etc.

8. Foreign words and components of foreign words are divided according to their respective conventions: *Reichs-amt*, *Wash-ington*, *anti-kvárius*, *dia-fragma*, *diagnózis*, *demo-kratikus*, *dex-trín*, *bif-sztek*, *champi-gnon*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aka-dá-lyoz	(2, 2)	is-me-re-tes	(3, 2, 2)
akasz-ta-ni	(3, 2)	jog-el-le-nes	(6, 3, 2)
Ál-la-mok	(3, 2)	ki-kvar-té-lyoz	(5, 3, 2)
al-or-vos	(5, 3)	ki-pró-bál-ni	(5, 2, 3)
alu-szé-ko-ny	(2, 2, 2)	kis-is-ko-la	(6, 3, 2)
ame-ri-kai	(2, 2)	kom-pro-mit-tál-ni	(8, 2, 3, 3)
an-tro-po-ló-gia	(8, 2, 2, 2)	kon-gresz-szus	(8, 7)
át-ál-lít	(5, 3)	leg-drá-gább	(5, 2)
azo-no-sí-tás	(2, 2, 2)	leg-e-rő-sebb	(5, 2, 2)
ba-rá-ti-as	(2, 2, 4)	le-gön-gyöl	(2, 3)
bo-lyon-ga-ni	(2, 3, 2)	ma-gya-ros-ság	(2, 2, 3)
ci-ga-ret-ta	(2, 2, 3)	meg-a-la-kit	(5, 2, 3)
cí-mez-ni	(2, 3)	mi-kro-szkóp	(8, 8)
Cseh-szlo-vá-kia	(6, 2, 2)	Né-met-or-szág	(2, 6, 3)
cse-le-ked-ni	(2, 2, 3)	né-me-tül	(2, 2)
csil-lag-év	(3, 6)	nép-ok-ta-tás	(6, 3, 2)
cu-kor-nád	(2, 3)	név-a-lá-f-rás	(6, 2, 4, 2)
de-ka-gramm	(2, 8)	or-vo-si	(3, 2)
el-ad-ni	(5, 3)	or-vos-sá-gos	(3, 3, 2)
elő-a-dás	(4, 2)	oszt-ha-tat-lan	(3, 2, 3)
elő-ze-tes	(2, 2)	ön-ál-lót-lan	(6, 3, 3)
em-be-rek	(3, 2)	őr-ál-lás	(6, 3)
em-ber-is-me-ret	(3, 6, 3, 2)	ős-e-lem	(6, 2)
fel-ál-lí-tás	(5, 3, 2)	szét-osz-tás	(5, 3)
fél-esz-ten-dő	(6, 3, 3)	szo-vjet-o-rosz-or-szág	(8, 6, 2, 6, 3)
fenn-em-lí-tett	(5, 3, 2)	túl-é-rő	(5, 2)
fe-nye-ge-tés	(2, 2, 2)	út-le-vél	(6, 2)
gőz-ha-jó	(3, 2)	vi-szon-ha-tás	(2, 5, 2)
gyó-gyá-szat	(2, 2)	vi-szo-nos-ság	(2, 2, 3)
gyó-gyít-ha-tó	(2, 3, 2)	za-var-gás	(2, 3)
hi-á-nyos	(4, 2)	zűr-za-var	(3, 2)
iga-zít-ha-tó	(2, 3, 2)	zsar-nok-ság	(3, 3)
írás-hi-ba	(3, 2)		

### Stress and diacritics

Without exception, stress is on the first syllable. Diacritical marks (see Special characters) are used to denote vowel modifications.

### Capitalization

Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship).

Proper names and those referring to God are capitalized.

Adjectives formed from proper names and names of months are lowercased: *budapesti* (of Budapest); *magyar* (Hungarian).

### Punctuation

Punctuation is practically the same as in English.

### Abbreviations

f. fillér, halfpenny  
f. é. folyó évi, current year  
k. korona, crown  
kir. királyi, royal  
p. pengő, 100 fillér

pl. például, for instance  
stb. és a többi, et cetera  
sz. szám, number  
sz(t). szent, Saint  
t. i. tudni illik, that is



**Cardinal numbers**

egy	one	harminc	thirty
két (kettő) <sup>1</sup>	two	harmincegy, etc.	thirty-one, etc.
három	three		forty
négy	four	negyven	fifty
öt	five	ötven	sixty
hat	six	hatvan	seventy
hét	seven	hetven	eighty
nyolc(z)	eight	nyolcvan	ninety
kilenc(z)	nine	kilencven	hundred
tíz	ten	száz	one hundred
tizenegy	eleven	száz egy, etc.	and one, etc.
tizenkét (tizenkettő)	twelve		two hun- dred, etc.
tizenhárom, etc.	thirteen, etc.	két száz, etc.	thousand
húsz	twenty		
huszonegy	twenty-one	ezer	
huszonkét (huszon- kettő), <sup>1</sup> etc.	twenty-two, etc.		

**Ordinal numbers**

első	first	tizenkettedik	twelfth
második	second	tizenharmadik, etc.	thirteenth, etc.
harmadik	third		twentieth
negyedik	fourth	huszadik	twenty-first
ötödik	fifth	huszonegyedik	twenty-sec- ond, etc.
hatodik	sixth	huszonkettedik, etc.	thirtieth, etc.
hetedik	seventh	harminc(z)adik, etc.	hundredth
nyolc(z)adik	eighth	századik	thousandth
kilenc(z)edik	ninth	ezredik	
tizedik	tenth		
tizenegyedik	eleventh		

**Months**

január (jan.)	January	julius (jul.)	July
február (feb.)	February	augusztus (aug.)	August
márc(z)ius (márc(z).)	March	szeptember (szept.)	September
április (ápr.)	April	október (okt.)	October
május (máj.)	May	november (nov.)	November
junius (jun.)	June	dec(z)ember (dec(z).)	December

**Days**

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

**Seasons**

tavas	spring	ősz	autumn
nyár	summer	tél	winter

**Time**

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

REFERENCES.—A. and I. Ginever, *Hungarian Grammar* (1909); J. Szinnyei, *Ungarische Sprachlehre* (1912); Arthur B. Yolland, *A Dictionary of the Hungarian and English Languages* (1924); Green Béla, *Universal English-Hungarian and Hungarian-English Pocket Dictionary* (1925); Robert A. Hall, Jr., *An Analytical Grammar of the Hungarian Language*, 1938; Thomas A. Sebeok, *Spoken Hungarian* (1944).

<sup>1</sup> The ordinal *két* is used when followed by a noun; otherwise *kettő*.

## ITALIAN

Un tratto importante, che caratterizza il grande movimento della civiltà italiana risorgente e che risulta, non pure dalla poesia e filosofia di quel tempo, ma anche dall'opera dei politici e degli stessi guerrieri, è quell'impronta diffusa di umanità, in cui si avvolge come in una rosea nube il loro pensiero e la loro vita, pur diretti come sono ad un unico ideale: il risorgimento della Patria.—Giovanni Vidari, *Le civiltà d'Italia* (1934), as quoted by Young and Cantarella, *Corso d'Italiano* (1942), p. 320.

### Alphabet and pronunciation

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A	a	<i>a</i> in far
B	b	<i>b</i> ; all consonant letters may be doubled, and then pronounced long, as <i>n(k)n</i> in penknife, etc.
C	c	<i>c</i> in scan (= <i>k</i> ) before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> or <i>i</i> , similar to <i>ch</i> in chant; <i>cia</i> , <i>cie</i> , <i>cio</i> , and <i>ciu</i> pronounced as <i>cha</i> in chart, <i>che</i> in check or <i>cha</i> in chafe, <i>cho</i> in chortle, and <i>chu</i> in Manchu, respectively; <i>ccia</i> , etc., sound like <i>t</i> followed by <i>cha</i> , etc.; <i>scia</i> , <i>scie</i> , <i>scio</i> , and <i>sciu</i> pronounced as <i>sha</i> in sharp, <i>she</i> in shepherd, <i>sho</i> in show, and <i>sho</i> in shoe, respectively
D	d	<i>d</i>
E	e	<i>a</i> in grate; <i>e</i> in bell
F	f	<i>f</i>
G	g	<i>g</i> in gay before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> or <i>i</i> like <i>j</i> ; <i>gia</i> , <i>gie</i> , <i>gio</i> , and <i>giu</i> pronounced as <i>ja</i> in jar, <i>je</i> in jet, between <i>ja</i> in jaw and <i>jo</i> in joke, and <i>ju</i> in jury, respectively; <i>ggia</i> , etc., sound like <i>d</i> plus <i>ja</i> , etc.
H	h	silent, but makes a preceding <i>c</i> or <i>g</i> hard
I	i	<i>e</i> in me; <i>i</i> preceded by <i>c</i> , <i>sc</i> , or <i>g</i> and followed by <i>a</i> , <i>o</i> , or <i>u</i> is silent unless stressed; before or after more highly stressed vowel, <i>i</i> is similar to <i>y</i> in yes and in boy, respectively
J	j	<i>y</i> in yes; now obsolete and replaced by <i>i</i>
K	k	<i>k</i> ; only in foreign words
L	l	<i>l</i> in million
M	m	<i>m</i>
N	n	<i>n</i>
O	o	<i>o</i> in note; <i>aw</i> in saw
P	p	<i>p</i> in spin
Q	q	always with following <i>u</i> ; <i>qu</i> pronounced as in quick
R	r	<i>r</i> in three
S	s	<i>s</i> ; usually <i>z</i> between two vowels; <i>scia</i> , <i>scie</i> , <i>scio</i> , and <i>sciu</i> are pronounced <i>sha</i> , <i>she</i> , <i>sho</i> , and <i>shu</i> , respectively
T	t	<i>t</i> in step

[Concluded on following page]

U u oo in coo; before or after more highly stressed vowel, *u* is similar to *w* in wet and how, respectively

V v *v*

W w

X x

Y y

Z z

} only in foreign words

*i*; only in foreign words

*ts* in quarts or *ds* in adz

### Special characters

Italian uses the Latin alphabet. It has no special characters; accents are employed only to a limited extent.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y*; the other letters of the alphabet are consonants.

### Diphthongs

The combination of an *i* or *u* with another, more highly stressed, vowel may be regarded as diphthongal.

### Digraphs

The digraphs and their sounds are:

*ch* as *c* in cat only before *e*, *i*

*gh* as *g* in go only before *e*, *i*

*gl* as *ll* in million<sup>1</sup>

*gn* as in cognac (= *ny* in canyon)

*qu* as in squalor

*sc* as *sh* in shall (before *e* or *i*)

### Consonantal units

For the purpose of syllabification, a mute consonant followed by a liquid consonant is a consonantal unit. Hence, the following are consonantal units:

*bl*, *br*

*dr*,

*gl*, *gr*

*tl*, *tr*

*chr*, *cl*, *cr*

*fl*, *fr*

*pl*, *pr*

*vl*, *vr*

Also the combination of the letter *s* with any other following consonant, digraph, or consonantal unit is a unit for purposes of syllabification.

### Rules for syllabification

1. Digraphs and consonantal units may not be divided.

2. Division is made on a vowel before a single consonant, digraph, or consonantal unit: *ami-co*, *ba-gno*, *ca-pra*, *giu-sto*, *ma-schera*, *ro-stro*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *sab-bia*, *ac-qua*, *ist-mo*, *an-che*, *com-pro*.

4. Division may be made between vowels only if they are strong, that is, *a*, *e*, *o*. Hence, only the following vowel groups may be divided: *aa*, *ae*, *ao*; *ea*, *ee*, *eo*; *oa*, *oe*, *oo*: *be-ato*, *co-atto*, *po-eta*, etc.

5. Prefixes are kept intact only if this conforms to rules 2 to 4: *con-stare* (rule 3), *pro-emio* (rule 4), *pro-getto* (rule 2), *sub-marino* (rule 3); but *co-nestabile* (rule 2), *proi-bire* (rule 2), *su-bordinare* (rule 2).<sup>2</sup>

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *gentil-uomo*, *cento-uno*.

If a compound is formed with an apostrophe, division may not be made on the apostrophe; thus *dell'albero*, *un'arte*, *dovrebbe'essere* may be divided only *del-l'al-be-ro*, *un'ar-te*, *do-vreb-b'es-se-re*, respectively.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington*, *Haps-burg*, *Hamp-shire*, *reichs-bank*, *Wag-ner*.

<sup>1</sup> In a few words *gl* is not a digraph and is pronounced as *gl* in angle; for example: *Ganglio*, *glicerina*, *geroglifico*, *glifo*, *gloria*, *negligere*, etc.

<sup>2</sup> Usage varies as to this rule; some orthographers still prefer dividing on the prefix. The rule given in the text above follows the recommendation of Leone Donati, *Corso Pratico di Lingua Italiana*, 207, 1934, Orell Füssli Editori, Zurigo e Lipsia. It is followed by most dictionaries as well as general works extant.



*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ab-bo-na-men-to	(3, 2, 2, 3)	fo-to-e-li-o-gra-fia	(2, 6, 2, 2, 2)
ac-que-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ae-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-fi-to	(3, 2)	ge-o-gno-sti-co	(4, 2, 2, 2)
ame-ri-ca-no	(2, 2, 2)	in-du-stria-le	(3, 2, 2)
bi-gliet-taio	(2, 3)	ine-scu-sa-bi-le	(2, 2, 2, 2)
bis-a-vo-lo	(6, 2, 2)	ine-spli-ca-bi-le	(2, 2, 2, 2)
bi-so-gni-no	(2, 2, 2)	in-fi-schio	(3, 2)
Bre-ta-gna	(2, 2)	inin-tel-li-gen-te	(3, 3, 2, 3)
Buck-ing-ham	(7, 7)	inor-ga-ni-co	(3, 2, 2)
co-o-pe-ra-zio-ne	(4, 2, 2, 2, 2)	in-scrit-to-re	(3, 3, 2)
co-stret-to	(2, 3)	in-te-res-se	(3, 2, 3)
cre-sce-re	(2, 2)	iscri-zio-ne	(2, 2)
de-mo-cra-ti-co	(2, 2, 2, 2)	ist-mi-co	(3, 2)
dia-gno-sti-co	(2, 2, 2)	isto-lo-gi-co	(2, 2, 2)
di-scor-so	(2, 3)	istru-men-to	(2, 3)
di-sgra-zia	(2, 2)	ita-lia-no	(2, 2)
di-sor-di-na-re	(2, 3, 2, 2)	Kam-tsciat-ka	(7, 3)
di-spo-si-zio-ne	(2, 2, 2, 2)	l'al-tr'ie-ri	(3, 2)
di-stin-ti-vo	(2, 3, 2)	ma-gne-ti-co	(2, 2, 2)
emi-sfe-ro	(2, 2)	ma-gni-fi-cen-te	(2, 2, 2, 3)
Epi-sco-pa-to	(2, 2, 2)	me-sme-ri-smo	(2, 2, 2)
esa-e-dro	(4, 2)	me-te-o-ri-te	(2, 4, 2, 2)
espa-tria-zio-ne	(2, 2, 2)	mil-li-gram-mo	(3, 2, 3)
espe-rien-za	(2, 3)	mi-san-tro-po	(2, 3, 2)
estra-di-zio-ne	(2, 2, 2)	mi-scre-den-te	(2, 2, 3)
exe-qua-tur	(2, 2)	neu-tra-liz-za-re	(2, 2, 3, 2)
fan-ta-sma-go-ria	(3, 2, 2, 2)	tra-sfor-ma-zio-ne	(2, 3, 2, 2)
fa-sci-smo	(2, 2)	tra-spor-ta-re	(2, 3, 2)
fi-lan-tro-pi-smo	(2, 3, 2, 2)	ve-sci-chet-ta	(2, 2, 3)
fo-sfo-re-scen-za	(2, 2, 2, 3)	zo-o-sper-ma	(4, 2, 3)

**Stress and diacritics**

No simple rules can be formulated for word stress in Italian. The majority of words receive their stress on the penultimate (next to the last syllable): *aMico*, *comPLEto*; fewer words are stressed on the antepenultimate (third from the last syllable): *FABbrico*, *gramMatica*; only a limited number are stressed on the ultimate (last syllable), but in this case the vowel carries the grave accent: *citTÀ*, *fabbriCÒ*.

Accent marks are used only to a limited degree—chiefly to indicate a final stressed syllable; and, as stated above, this mark is the grave ('). The word types on which it is used are:

(a) Nouns ending in *ta* or *tu* having the singular and plural alike: *libertà*, *virtù* (from the Latin *libertade*, *virtude*, etc.).

(b) Verbs in the third person singular past absolute and first and third persons singular future: *comprò* (he bought), *comprerò* (I shall buy), *comprerà* (he will buy); similarly in the second and third conjugations: *vendè*, *venderò*, *venderà*; *finì*, *finirò*, *finirà*.

(c) Homonyms, the grave being used to distinguish them. The most common of these homonyms are:

chè, because	che, that	nè, neither, nor	ne, of it, of them
colà, there	cola, strainer	piè, foot	pie, pious
costà, there	costa, shore	però, therefore	pero, pear tree
dà, gives	da, by, from, to	sè, himself	se, if
dì, day	di, of	sì, yes	si, himself, one
è, is	e, and	tè, tea	te, thee
là, there	la, the, her	testè, just now	teste, heads
lì, there	li, the, them		

(d) Monosyllables terminating in two vowels, to indicate that the preceding vowel is shortened: *ciò*, *già*, *giù*, *più*, *può*, *quà*.

(e) Terminations *ia* and *io* in which the *i* is to be stressed: *magia*, *desio*.

The acute is used by some editors to distinguish words differently stressed,

where otherwise a misunderstanding might arise: *malvágia* (wicked), *malvagia* (malmsey, a wine). This use is rare.

The circumflex is used to indicate contraction: *cacciâr* (for *cacciarono*), *ginnasî* (for *ginnasii*). This use is rare.

The dieresis (trema) is used in poetry over the *i* to indicate that it is to be sounded separately from a following vowel: *armonioso* (pronounced *armoni-oso*, instead of *armonio-so*). This use is rare.

### Capitalization

Capitalization in Italian is similar to that in English, with a few exceptions:

(a) Proper adjectives are lowercased: *la lingua italiana*, the Italian language, but *l'Italiani*, the Italians (proper noun).

(b) The names of days and months are lowercased.

(c) Titles followed by name are lowercased: *il signor Donati*, Mr. Donati; *il principe Umberto*, Prince Umberto.

(d) The pronoun *io*, *I*, is lowercased, but the pronouns of formal address, *Ella*, *Lei*, *Loro*, all meaning *you*, are capitalized.

(e) In poetry, the first word of each line is usually lowercased.

### Punctuation

Punctuation is similar to that of English. The comma is used to point off all clauses, restrictive as well as descriptive. The apostrophe is used to indicate vowel elision only: *un'opera d'arte* (for *una opera di arte*), *sopra 'l letto* (for *sopra il letto*). The space after the apostrophe is no longer required.

### Abbreviations

a/c.	a conto, account	es.	esempio, example
a. c.	anno corrente, current year	fasc.	fascicolo, number, part
a. D.	anno Domini, in the year of our Lord	f(err).	ferrovia, railroad
a. m., ant.	antimeridiano, a. m.	f.co	franco, post free
a. p.	anno passato, last year	F.lli	Fratelli, brothers
c. m.	corrente mese, instant	Giun.	Giuniore, junior
C. <sup>a</sup>	Compagnia, company	I. Cl.	prima classe, first class
d. C.	dopo Cristo, after Christ	Ill.mo	Illustrissimo, most illustrious
Dep. prov.	Deputato provinciale, member of the provincial parliament	l. it.	lire italiane, Italian lires
disp.	dispensa, number, part	LL. MM.	Loro Maesta, Their Majesties
ecc.	eccetera, etc.	N. <sup>i</sup>	Numeri, numbers
Ed.	Edizione, edition; Editore, editor	N. <sup>o</sup>	Numero, number
		On.	Onorevole, Honorable
		p. m., pom.	pomeridiane, p. m.

### Cardinal numbers

uno	one	ventidue	twenty-two
due	two	ventitrè, etc.	twenty-three, etc.
tre	three	ventotto, etc.	twenty-eight, etc.
quattro	four	trenta	thirty
cinque	five	quaranta	forty
sei	six	cinquanta	fifty
sette	seven	sessanta	sixty
otto	eight	settanta	seventy
nove	nine	ottanta	eighty
dieci	ten	novanta	ninety
undici	eleven	novantuno, etc.	ninety-one, etc.
dodici	twelve	cento	hundred
treddici	thirteen	cent(o)uno, etc.	one hundred and one, etc.
quattordici	fourteen	duecento, etc.	two hundred, etc.
quindici	fifteen	mille, mila	thousand
sedici	sixteen	duemila, etc.	two thousand, etc.
diciassette } diciassette }	seventeen		
diciotto	eighteen		
diciannove } diciannove }	nineteen		
venti	twenty		
ventuno	twenty-one		

**Ordinal numbers**

primo, -a	first	ventesimo	twentieth
secondo	second	ventunesimo	} twenty-first, etc.
terzo	third	ventesimo primo, etc.	
quarto	fourth	trentesimo	thirtieth
quinto	fifth	quarantesimo	fortieth
sesto	sixth	cinquantesimo	fiftieth
settimo	seventh	sessantesimo, etc.	sixtieth, etc.
ottavo	eighth	centesimo	hundredth
nono	ninth	centesimo primo, etc.	one hundred and first, etc.
decimo }	tenth		
decima }		dugentesimo	two hun- dredth
decimo primo }	eleventh		
undicesimo }	twelfth	trecentesimo, etc.	three hun- dredth, etc.
dodicesimo	thirteenth		
tredicesimo		millesimo	thousandth
quattordicesimo }			
decimo quarto, }	fourteenth, etc.		
etc.			

**Months**

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

**Days**

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

**Seasons**

primavera	spring	autunno	autumn
estate	summer	inverno	winter

**Time**

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

REFERENCES.—Alfred Hoare, *A Short Italian Dictionary* (1939); Robert A. Hall, Jr., *Descriptive Italian Grammar* (1948).



## LATIN

Gallia est omnis divisa in partes tres, quarum unam incolunt Belgae, aliam Aquitani, tertiam qui ipsorum lingua Celtae nostra Galli appellantur. Hi omnes lingua institutis legibus inter se differunt.—Caesar, *Bellum Gallicum* I. 1.

### Alphabet and pronunciation

A	a	long: <i>ah</i> ; short: <i>o</i> in hot	O	o	long: <i>o</i> in note; short: <i>o</i> in fort
B	b	<i>b</i>	P	p	<i>p</i>
C	c	<i>k</i>	Q	q	<i>k</i>
D	d	<i>d</i>	R	r	<i>r</i>
E	e	long: <i>e</i> in there; short: <i>e</i> in met	S	s	<i>s</i>
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> in go	U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; like <i>w</i> after <i>q</i> , and usually after other consonants before another vowel
H	h	<i>h</i>	V	v	<i>w</i>
I	i	long: <i>ee</i> ; short: <i>i</i> in sit	X	x	<i>ks</i>
J	j	<i>y</i> in yet	Y	y	<i>ee</i> ; <i>i</i> as for <i>i</i>
K	k	<i>k</i>	Z	z	<i>z</i>
L	l	<i>l</i>			
M	m	<i>m</i>			
N	n	<i>n</i>			

### Consonants

Formerly *u* and *v* were written with *v*, and *i* and *j* with *i*. Modern texts customarily distinguish both pairs. Thus: *uva*, *visu*, *janua*, *Jove*.

*K*, *z*, and *y* are rather rare, occurring mostly in loanwords. *Q* is used only in the combination *qu*, pronounced *kw*.

The digraphs *ch*, *ph*, and *th* are pronounced as *k*, *f*, and *t*, respectively.

### Vowels

Each of the five vowels is either long or short in each occurrence, and an accurate pronunciation will reflect this difference. Elementary texts usually mark the long vowels with a macron; thus: *ā*, *ē*, *ī*, *ō*, *ū*.

### Diphthongs

Two short vowels may occur together in the same syllable, in which case the second of the two is a semivowel; i. e., *u* as the second element of a diphthong is pronounced like *w*, and *i* or *e* in this position is pronounced like *y*. The commonest diphthongs are *ae* and *au*, pronounced to rhyme with high and how. Less common are *ei* (as in vein), *eu*, *oe* (as *oi* in oil), and *ui*.

### Consonantal units <sup>1</sup>

The following combinations are referred to as consonant clusters in the rules given below for syllabification: *bl*, *br*, *cl*, *cr*, *dr*, *fl*, *fr*, *gl*, *gr*, *pl*, *pr*, *tl*, *tr*, *scr*, *str*, *spl*, *spr*.

The digraphs *ch*, *ph*, and *th* are treated just like *c*, *f*, and *t* in consonant clusters.

<sup>1</sup> Some Latin lexicographers still use the classic method of determining consonantal units; namely, any group of consonants which can begin a word constitutes a consonantal unit and may begin a syllable. This method is still in use in Greek syllabification; but in present-day Latin orthography it has been largely replaced by the Romance-language method, given in the text and recommended by Allen and Greenough. (See References.)

**Rules for syllabification**

1. Diphthongs, digraphs, and consonant clusters may not be divided.
  2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonant cluster: *ca-sus, si-pho, pa-tres, cae-lum*.
  3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonant cluster: *vit-ta, mag-nus, punc-tus, bac-chor, am-plus*.
  4. Division may be made between vowels not constituting a diphthong: *pu-er, di-es, fili-us, Tro-ius*.
  5. Certain adverbial prefixes are kept intact. These are: *ab, ante, circum, cis, con, de, ex, extra, in, inter, intro, ob, per, prae, praeter, per, post, pro(d), propter, re(d), sub, super, supra, and trans: ab-eo, con-scriptum, inter-esse*.
  6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *quot-annis, et-enim, sic-ut*.
  7. The letter *x* is retained with the preceding syllable: *dix-it*.
- NOTE.—The above rules do not apply to anglicized Latin scientific names used in English works. Their syllabification follows the English practice.

*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ab-a-li-e-no	(5, 2, 4, 2)	prod-es-se	(5, 3)
ab-scin-do	(5, 3)	proe-li-um	(2, 4)
ac-cli-na-tus	(3, 2, 2)	pro-stra-tum	(5, 2)
ad-ae-qua-tus	(5, 2, 2)	pro-sub-ac-tum	(5, 5, 3)
ad-emp-tus	(5, 3)	pu-bli-ca-tus	(2, 2, 2)
am-plex-us	(3, 7)	quam-ob-rem	(6, 6)
cir-cum-ac-tus	(3, 5, 3)	quem-ad-mo-dum	(6, 6, 2)
Cis-al-pi-nus	(5, 3, 2)	re-cru-des-co	(5, 2, 3)
con-sue-tus	(5, 2)	red-ac-tus	(5, 3)
de-spon-sum	(5, 3)	re-duc-tus	(5, 3)
et-e-nim	(6, 2)	re-frac-tum	(5, 3)
ex-em-plum	(7, 3)	re-spec-tus	(5, 3)
in-a-nis	(5, 2)	res-pu-bli-ca	(6, 2, 2)
in-ep-ti	(5, 3)	ses-cen-ti	(6, 3)
in-ter-ea	(3, 5)	sua-de-re	(2, 2)
ne-sci-tus	(6, 2)	sub-ac-tio	(5, 3)
ob-la-tus	(5, 2)	su-pra-scan-do	(2, 5, 3)
per-ac-tus	(5, 3)	trans-ab-i-tum	(5, 5, 2)
per-e-git	(5, 2)	trans-ad-ac-tum	(5, 5, 3)
pe-ri-cli-ta-tio	(2, 2, 2, 2)	tran-su-tum	(3, 2)
post-ea-quam	(5, 6)	tri-um-pho	(4, 3)
post-hu-mus	(5, 2)	tu-mul-tu-o-sus	(2, 3, 4, 2)
post-sce-ni-um	(5, 2, 4)	una-ni-mus	(2, 2)
pos-tu-la-tus	(3, 2, 2)	usus-fruc-tus	(6, 3)
prae-scrip-tus	(5, 3)	va-li-dus	(2, 2)
prae-ter-i-tum	(2, 5, 2)	Xe-no-phon	(2, 2)

**Stress and diacritics**

Words of two syllables are always stressed on the first syllable: *ROma, Liber*. In words of more than two syllables, the stress is on the next to the last syllable if that syllable ends in a consonant, a long vowel, or a diphthong. Otherwise the stress is on the third from the last syllable. Thus: ho-NO-ris, CON-su-lis. There are only two diacritical marks, the long mark (ˉ, macron) and the short mark (˘, breve). They are used only in elementary works.

**Capitalization and punctuation**

American editors usually follow the English conventions in capitalization and punctuation.

**Abbreviations**

a., annus, year; ante, before	A. B., artium baccalaureus, bachelor of arts
A. A. C., anno ante Christum, in the year before Christ	ab init., ab initio, from the beginning
A. A. S., Academiae Americanae Socius, Fellow of the American Academy	abs. re., absente reo, the defendant being absent
[Academy of Arts and Sciences]	A. C., ante Christum, before Christ



## Abbreviations—Continued

- A. D., anno Domini, in the year of our Lord  
 a. d., ante diem, before the day  
 ad fin., ad finem, at the end, to one end  
 ad h. l., ad hunc locum, to this place, on this passage  
 ad inf., ad infinitum, to infinity  
 ad init., ad initium, at the beginning  
 ad int., ad interim, in the meantime  
 ad lib., ad libitum, at pleasure  
 ad loc., ad locum, at the place  
 ad val., ad valorem, according to value  
 A. I., anno inventionis, in the year of the discovery  
 al., alia, alii, other things, other persons  
 A. M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a. m., ante meridiem, before noon  
 an., anno, in the year; ante, before  
 ann., annales, annals; anni, years  
 A. R. S. S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries  
 A. U. C., anno urbis conditae, in [the year from] the building of the City [Rome], 753 B. C.  
 B. A., baccalaureus artium, bachelor of arts  
 B. Sc., baccalaureus scientiae, bachelor of science  
 C., centum, a hundred; condemnno, I condemn  
 c., circa, about  
 cent., centum, a hundred  
 cf., confer, compare  
 C. M., chirurgiae magister, master of surgery  
 coch., cochlear, a spoon, spoonful  
 coch. amp., cochlear amplum, a table-spoonful  
 coch. mag., cochlear magnum, a large spoonful  
 coch. med., cochlear medium, a dessert spoonful  
 coch. parv., cochlear parvum, a tea-spoonful  
 con., contra, against; conjunx, wife  
 C. P. S., custos privati sigilli, keeper of the privy seal  
 C. S., custos sigilli, keeper of the seal  
 cwt., c. for centum, wt. for weight, hundredweight  
 D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give  
 D. D., divinitatis doctor, doctor of divinity  
 D. G., Dei gratia, by the grace of God; Deo gratias, thanks to God  
 D. N., Dominus noster, our Lord  
 D. Sc., doctor scientiae, doctor of science  
 d. s. p., decessit sine prole, died without issue  
 D. V., Deo volente, God willing  
 dwt., d. for denarius, wt. for weight, pennyweight  
 e. g., exempli gratia, for example  
 et al., et alibi, and elsewhere; et alii, or aliae, and others  
 etc., et ceteri, ceterae, or cetera, and others, and so forth  
 et seq., et sequentes, and those that follow  
 et ux., et uxor, and wife  
 F., filius, son  
 f., fiat, let it be made; forte, strong  
 fac., factum similis, facsimile, an exact copy  
 fasc., fasciculus, a bundle  
 fl., flores, flowers; floruit, flourished; fluidus, fluid  
 f. r., folio recto, right-hand page  
 F. R. S., Fraternalitatis Regiae Socius, Fellow of the Royal Society  
 f. v., folio verso, on the back of the leaf  
 guttat., guttatum, by drops  
 H., hora, hour  
 h. a., hoc anno, in this year; hujus anni, this year's  
 hab. corp., habeas corpus, have the body—a writ  
 h. e., hic est, this is; hoc est, that is  
 h. m., hoc mense, in this month; huius mensis, this month's  
 h. q., hoc quaere, look for this  
 H. R. I. P., hic requiescat in pace, here rests in peace  
 H. S., hic sepultus, here is buried; hic situs, here lies; h. s., hoc sensu, in this sense  
 H. S. S., Historiae Societatis Socius, Fellow of the Historical Society  
 h. t., hoc tempore, at this time; hoc titulo, in or under this title  
 I, Idus, the Ides; i., id, that; immortalis, immortal  
 ib. or ibid., ibidem, in the same place  
 id., idem, the same  
 i. e., id est, that is  
 imp., imprimatur, sanction: let it be printed  
 I. N. D., in nomine Dei, in the name of God  
 in f., in fine, at the end  
 inf., infra, below  
 init., initio, in the beginning  
 in lim., in limine, on the threshold, at the outset  
 in loc., in loco, in its place  
 in loc. cit., in loco citato, in the place cited  
 in pr., in principio, in the beginning  
 in trans., in transitu, on the way  
 i. q., idem quod, the same as  
 i. q. e. d., id quod erat demonstrandum, what was to be proved  
 J., iudex, judge  
 J. C. D., juris civilis doctor, doctor of civil law  
 J. D., jurum doctor, doctor of laws



## Abbreviations—Continued

- J. U. D., *juris utriusque doctor*, doctor of both civil and canon law  
 L., *liber*, a book; *locus*, a place  
 £, *libra*, pound; placed before figures, thus £10; if l., to be placed after, as 40l.  
 L. A. M., *liberalium artium magister*, master of the liberal arts  
 L. B., *baccalaureus literarum*, bachelor of letters  
 lb., *libra*, pound (singular and plural)  
 L. H. D., *literarum humaniorum doctor*, doctor of the more humane letters  
 Litt. D., *literarum doctor*, doctor of letters  
 LL. B., *legum baccalaureus*, bachelor of laws  
 LL. D., *legum doctor*, doctor of laws  
 LL. M., *legum magister*, master of laws  
 loc. cit., *loco citato*, in the place cited  
 loq., *loquitur*, he, or she, speaks  
 L. S., *locus sigilli*, the place of the seal  
 l. s. c., *loco supra citato*, in the place above cited  
 £ s. d., *librae, solidi, denarii*, pounds, shillings, pence  
 M., *magister*, master; *manipulus*, handful; *medicinae*, of medicine; m., *meridies*, noon  
 M. A., *magister artium*, master of arts  
 M. B., *medicinae baccalaureus*, bachelor of medicine  
 M. Ch., *magister chirurgiae*, master of surgery  
 M. D., *medicinae doctor*, doctor of medicine  
 m. m., *mutatis mutandis*, with the necessary changes  
 m. n., *mutato nomine*, the name being changed  
 MS., *manuscriptum*, manuscript; MSS., *manuscripta*, manuscripts  
 Mus. B., *musicae baccalaureus*, bachelor of music  
 Mus. D., *musicae doctor*, doctor of music  
 Mus. M., *musicae magister*, master of music  
 N., *Nepos*, grandson; *nomen*, name; *nomina*, names; *noster*, our; n., *natus*, born; *nocte*, at night  
 N. B., *nota bene*, mark well  
 ni. pri., *nisi prius*, unless before  
 nob., *nobis*, for (or on) our part  
 nol. pros., *nolle prosequi*, will not prosecute  
 non cul., *non culpabilis*, not guilty  
 n. l., *non licet*, it is not permitted; *non liquet*, it is not clear; *non longe*, not far  
 non obs., *non obstante*, notwithstanding  
 non pros., *non prosequitur*, he does not prosecute  
 non seq., *non sequitur*, it does not follow logically  
 O., *octarius*, a pint  
 ob., *obiit*, he, or she, died; *obiter*, incidentally  
 ob. s. p., *obiit sine prole*, died without issue  
 o. c., *opere citato*, in the work cited  
 op., *opus*, work; *opera*, works  
 op. cit., *opere citato*, in the work cited  
 P., *papa*, pope; *pater*, father; *pontifex*, bishop; *populus*, people; p., *partim*, in part; per, by, for; *pius*, holy; *pondere*, by weight; *post*, after; *primus*, first; *pro*, for  
 p. a., or *per ann.*, *per annum*, yearly; *pro anno*, for the year  
 p. ae., *partes aequales*, equal parts  
 pass., *passim*, everywhere  
 per cent., *per centum*, by the hundred  
 pil., *pilula*, pill  
 Ph. B., *philosophiae baccalaureus*, bachelor of philosophy  
 P. M., *post mortem*, after death  
 p. m., *post meridiem*, afternoon  
 pro tem., *pro tempore*, for the time being  
 prox., *proximo*, in or of the next [month]  
 P. S., *postscriptum*, postscript; P. SS., *postscripta*, postscripts  
 q. d., *quasi dicat*, as if one should say; *quasi dictum*, as if said; *quasi dixisset*, as if he had said  
 q. e., *quod est*, which is  
 Q. E. D., *quod erat demonstrandum*, which was to be demonstrated  
 Q. E. F., *quod erat faciendum*, which was to be done  
 Q. E. I., *quod erat inveniendum*, which was to be found out  
 q. l., *quantum libet*, as much as you please  
 q. pl., *quantum placet*, as much as seems good  
 q. s., *quantum sufficit*, sufficient quantity  
 q. v., *quantum vis*, as much as you will; *quod vide*, which see; qq. v., *quos, quae, or qua vide*, which see (plural)  
 R., *regina*, queen; *recto*, right-hand page; *res publica*, commonwealth  
 R, *recipe*, take  
 R. I. P., *requiescat, or requiescant*, in pace, may he, she, or they, rest in peace  
 R. P. D., *rerum politicarum doctor*, doctor of political science  
 rr., *rarissime*, very rarely  
 R. S. S., *Regiae Societatis Sodalis*, Fellow of the Royal Society  
 S., *sepultus*, buried; *situs*, lies; *societas*, society; *socius* or *sodalis*, fellow; s., *semi*, half; *solidus*, shilling  
 s. a., *sine anno*, without date; *secundum artem*, according to art  
 S. A. S., *Societatis Antiquariorum Socius*, Fellow of the Society of Antiquaries  
 sc., *scilicet*, namely; *sculpsit*, he, or she, carved or engraved it

**Abbreviations—Continued**

Sc. B., scientiae baccalaureus, bachelor of science  
 Sc. D., scientiae doctor, doctor of science  
 S. D., salutem dicit, sends greetings  
 s. d., sine die, indefinitely  
 sec., secundum, according to  
 sec. leg., secundum legem, according to law  
 sec. nat., secundum naturam, according to nature, or naturally  
 sec. reg., secundum regulam, according to rule  
 seq., sequens, sequentes, sequentia, the following  
 S. H. S., Societatis Historiae Socius, Fellow of the Historical Society  
 s. h. v., sub hac voce or sub hoc verbo, under this word  
 s. l. a. n., sine loco, anno, vel nomine, without place, date, or name  
 s. l. p., sine legitima prole, without lawful issue  
 s. m. p., sine mascula prole, without male issue  
 s. n., sine nomine, without name  
 s. p., sine prole, without issue  
 S. P. A. S., Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society  
 s. p. s., sine prole superstite, without surviving issue  
 S. R. S., Societatis Regiae Socius or Sodalis, Fellow of the Royal Society  
 ss, scilicet, namely (in law)

**Cardinal numbers**

unus, una, unum	one
duo, duae, duo	two
tres, tria	three
quattuor	four
quinque	five
sex	six
septem	seven
octo	eight
novem	nine
decem	ten
undecim	eleven
duodecim	twelve
tredecim	thirteen
quattuordecim	fourteen
quindecim	fifteen
sedecim	sixteen
septendecim	seventeen
duodeviginti	eighteen
undeviginti	nineteen
viginti	twenty
viginti unus, etc.	twenty-one, etc.

S. S. C., Societas Sanctae Crucis, Society of the Holy Cross  
 stat., statim, immediately  
 S. T. B., sacrae theologiae baccalaureus, bachelor of sacred theology  
 S. T. D., sacrae theologiae doctor, doctor of sacred theology  
 S. T. P., sacrae theologiae professor, professor of sacred theology  
 sub., subaudi, understand, supply  
 sup., supra, above  
 t. or temp., tempore, in the time of  
 tal. qual., talis qualis, just as they come; average quality  
 U. J. D., utriusque juris doctor, doctor of both civil and canon law  
 ult., ultimo, last month (may be abbreviated in writing but should be spelled out in printing)  
 ung., unguentum, ointment  
 u. s., ubi supra, in the place above mentioned  
 ut dict., ut dictum, as directed  
 ut sup., ut supra, as above  
 ux., uxor, wife  
 v., versus, against; vide, see; voce, voice  
 v. — a., vixit — annos, lived [so many] years  
 verb. sap., verbum [satis] sapienti, a word to the wise suffices  
 v. g., verbi gratia, for example  
 viz, videlicet, namely  
 v. s., vide supra, see above

duodetriginta	twenty-eight
undetriginta	twenty-nine
triginta	thirty
quadraginta	forty
quingenta	fifty
sexaginta	sixty
septuaginta	seventy
octoginta	eighty
nonaginta	ninety
centum	hundred
centum unus, etc.	hundred and one, etc.
ducenti, -ae, -a	two hundred
trecenti	three hundred
quadringenti	four hundred
quingenti	five hundred
sescenti	six hundred
septingenti	seven hundred
octingenti	eight hundred
nongenti	nine hundred
mille	thousand

**Ordinal numbers**

primus	first	duodecim	twelfth
secundus	second	tertius decimus,	thirteenth,
tertius	third	etc.	etc.
quartus	fourth	duodevicesimus	eighteenth
quintus	fifth	undevicesimus	nineteenth
sextus	sixth	vicesimus, vigesi-	twentieth
septimus	seventh	mus	
octavus	eighth	vicesimus primus,	twenty-first,
nonus	ninth	etc.	etc.
decimus	tenth	centesimus	hundredth
undecimus	eleventh	millesimus	thousandth

**Months**

Januarius	January	Julius	July
Februarius	February	Augustus	August
Martius	March	September	September
Aprilis	April	October	October
Maius	May	November	November
Junius	June	December	December

**Days**

dies solis	} Sunday	dies Mercurii	Wednesday
dies dominica		dies Iovis	Thursday
dies lunae	Monday	dies Veneris	Friday
dies Martis	Tuesday	dies Saturni	Saturday

**Seasons**

ver	spring	autumnus	autumn
aestas	summer	hiems	winter

**Time**

hora	hour	mensis	month
dies	day	annus	year
hebdomas	week	centuria	century

REFERENCES.—Allen and Greenough, *A New Latin Grammar* (1920); J. R. V. Marchant and Joseph F. Charles, *Cassell's Latin-English and English-Latin Dictionary* (1909); Edgar H. Sturtevant, *The Pronunciation of Greek and Latin* (1940).



## NORWEGIAN

Fra De forente Stater kom bare 6,9 pst. av importen, først og fremst hvete. Norge innførte også hvete fra Argentina, Kanada og Sovjet-Russland, og bare en femtedel av de norske bilene kom direkte fra Amerika. Norges største eksportvare var papir og cellulose (19,2 pst.), så kom som nummer to fiskeprodukter og hermetikk (15,3), som nummer tre metaller (13 pst.).—Einar Haugen, *Spoken Norwegian*, p. 505.

### Alphabet and pronunciation

- |   |   |  |
|---|---|--|
| A | a | in stressed syllables followed by one consonant or none, like <i>a</i> in father, but tending toward <i>aw</i> in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>a</i> in father, but very short, resembling more <i>u</i> in but  |
| B | b | <i>b</i> ; formerly often written for sound <i>p</i>   |
| C | c | <i>s</i> in <i>so</i> before <i>e</i> , <i>i</i> , <i>y</i> ; like <i>k</i> before <i>a</i> , <i>o</i> , <i>u</i> , or consonant; occurs only in foreign words; now practically obsolete, being written <i>k</i> or <i>s</i> ; combination <i>ch</i> , like <i>ch</i> in chorus; in French words, like <i>sh</i>   |
| D | d | <i>d</i> ; often silent after <i>l</i> , <i>n</i> , <i>r</i> , and at end of words   |
| E | e | in stressed syllables followed by one consonant or none, like <i>i</i> in pit, but longer; before <i>r</i> , like <i>a</i> in man; in stressed syllables followed by a consonant other than <i>r</i> plus another consonant, like <i>e</i> in let, but tending toward <i>i</i> in pit; in stressed syllables followed by <i>r</i> plus another consonant, like <i>a</i> in hat; in the words <i>De</i> and <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa |
| F | f | <i>f</i>   |
| G | g | <i>g</i> in <i>go</i> ; before <i>i</i> , <i>y</i> , <i>ei</i> , or <i>øy</i> , almost always like <i>y</i> in yes; after <i>e</i> at end of a few words ( <i>jeg</i> , <i>meg</i> , <i>deg</i> , <i>seg</i> ), like <i>y</i> in say; silent before <i>j</i> , in the word <i>og</i> , in suffix <i>-ig</i> , and in a few other words; in French words, often like <i>sh</i>  |
| H | h | <i>h</i> ; silent before <i>j</i> or <i>v</i>  |
| I | i | in stressed syllables followed by one consonant or none, like <i>ee</i> in meet; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>ee</i> in meet, but shorter   |
| J | j | <i>y</i> in yes; in French words, like <i>sh</i>   |
| K | k | <i>k</i> ; before <i>i</i> , <i>y</i> , <i>j</i> , <i>ei</i> , or <i>øy</i> , like strong <i>h</i> in hue—i. e., like German <i>ch</i> in <i>ich</i>   |
| L | l | <i>ll</i> in million; sometimes silent before <i>j</i>   |
| M | m | <i>m</i>   |
| N | n | <i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>nk</i> in sink; in French words, <i>en</i> and <i>an</i> often pronounced as though written <i>ang</i>  |
| O | o | in stressed syllables followed by one consonant or none, like <i>o</i> in go, but with lips pursed, resembling more <i>oo</i> in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>u</i> in put  |

P	p	<i>p</i>
Q	q	always followed by <i>v</i> (or <i>u</i> ), combination being pronounced and now written <i>kv</i> ; occurs only in foreign words
R	r	before vowel, like <i>r</i> , but slightly trilled, with tip of tongue against gums just above upper teeth; resembles Scotch burr or Italian <i>r</i> ; before <i>d</i> , <i>l</i> , <i>n</i> , <i>t</i> , the <i>r</i> loses its trill and sounds somewhat like American <i>r</i> ; always combines with following <i>s</i> to produce sound <i>sh</i> ; in French words, often silent when final after <i>e</i>
S	s	<i>s</i> in sing; before <i>j</i> like <i>sh</i> ; combination <i>sk</i> before <i>i</i> , <i>y</i> , <i>j</i> , <i>ei</i> , or <i>øy</i> almost always like <i>sh</i> ; always combines with preceding <i>r</i> to produce sound <i>sh</i> ; in foreign words, combination <i>sc</i> like <i>s</i> , or in a few words like <i>sk</i> ; <i>sch</i> like <i>sh</i> , or in a few words like <i>sk</i> ; <i>si</i> followed by vowel (now written <i>sj</i> ) like <i>sh</i>
T	t	<i>t</i> ; combination <i>tj</i> sometimes pronounced as though written <i>kj</i> ; silent in word <i>det</i> and in <i>-et</i> , definite article suffixed to all neuter nouns; in Latin words when followed by <i>i</i> and another vowel, like <i>ts</i> ; ending <i>tion</i> (now written <i>sjon</i> ) pronounced as though written <i>sjon</i>
U	u	in stressed syllables followed by one consonant or none, like <i>oo</i> in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>oo</i> in food, but shorter
V	v	<i>v</i> ; silent in word <i>av</i> and after <i>l</i>
W	w	<i>v</i> ; occurs in foreign words
X	x	<i>ks</i> ; at beginning of words, like <i>s</i>
Y	y	in stressed syllables followed by one consonant or none, like <i>ee</i> in meet, with lips rounded as in pronouncing <i>oo</i> in food, being similar to long German <i>ü</i> or French <i>u</i> ; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>ee</i> in meet, but shorter, with lips rounded as in pronouncing <i>u</i> in put, being similar to short German <i>ü</i> or French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	formerly sometimes written <i>Ä</i> , <i>ä</i> ; many words formerly written with <i>æ</i> now written with <i>e</i> ; in stressed syllables followed by one consonant or none, like <i>a</i> in care; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>a</i> in hat, this sound occurring only before <i>r</i>
Ø	ø	formerly often written <i>Ö</i> , <i>ö</i> ; in stressed syllables followed by one consonant or none, like <i>i</i> in pit, but longer, with lips rounded as in pronouncing <i>oo</i> in food, being similar to long German <i>ö</i> or French <i>eu</i> ; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>e</i> in pet, with lips rounded as in pronouncing <i>u</i> in pull, being similar to short German <i>ö</i> or French <i>eu</i>
Å	å	formerly written <i>Aa</i> , <i>aa</i> ; in stressed syllables followed by one consonant or none, like <i>aw</i> in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>aw</i> in law, but shorter



Norway has two official languages, riksmål and landsmål. Both are used in the Government service. Riksmål was in the past generally known as Dano-Norwegian, a written language acquired from Denmark during the centuries the two nations were united (1397 to 1814). It differed in many ways from the speech of the Norwegian people, and in its written form was almost identical with Danish.

In order to make the written conform more to the spoken form of the language, the Storting (the Norwegian Parliament) has thrice passed changes in riksmål orthography—in 1907, 1917, and 1938, as well as numerous minor changes inbetween. These changes were binding only for Government officials and schoolbooks. It is this language that is described above. Private individuals and publishers have been free to use the new systems or not, as they have seen fit. Thus various systems of writing are in use today, side by side.

The other official language, the landsmål, now known as New Norwegian, or nynorsk, is a synthetic language constructed about a century ago from the local dialects. It is not at all, or very little, influenced by Danish. Although officially having the same recognition as the riksmål, its use is more restricted, and it unquestionably occupies a secondary position.

The two languages, and their dialects, are in any event very similar, and in their struggle for supremacy are constantly influencing each other. The result may in the end be a single "compromise" language.

However that may be, the linguistic situation in Norway, both in its written and spoken aspects, is very much in a state of flux, and it is particularly difficult to make clearcut statements about it.

### Special characters

Norwegian uses the Latin alphabet with the addition of three special characters—the last three shown in the alphabet.

The letters *c*, *q*, *w*, *x*, and *z* are now used only in foreign words and proper names. Even in popular words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *qu*, *v* for *w*, *ks* for *x*, and *s* for *z*.

Fraktur type (German text) was abolished officially in 1907, and is now scarcely in use anywhere.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å*; the so-called back vowels being *a*, *o*, *u*, and *å*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are all consonants.

### Combinations of vowel letters (diphthongs)

The diphthongs and their sounds are as follows:

*ai* as *ai* in aisle

*au* as *ou* in our

*ei* as *ei* in weigh

*oi* (in foreign words), as *oi* in boil

*øy* (formerly written *øi*), like Norwegian *ø* followed by slight sound of Norwegian *y*, the two being sounded as one syllable

*eu* (in foreign words), like Norwegian

*æ* followed by slight sound of Norwegian *u*, the two being sounded as one syllable

*ou* (in foreign words), like Norwegian *u*

### Combinations of consonantal letters (digraphs)

The digraphs and their sounds are:

*ch* (in foreign words), as *sh* in shall  
or *ch* in chorus

*gj* as *y* in yes

*hj*

*hv*

*kj*

*lj*

*nq*

*ph* (in foreign words; obsolete)

*ps* (in foreign words)

*qv* (also written *qu*; in foreign words, obsolete)

*sc* (in foreign words)

*sch* (in foreign words)

*sh* (in foreign words)

*sj* (also formerly written *si*, *ti* in foreign words), as *sh* in shall

*sk* as *sh* in shall (before front vowels)

*th* (usually in foreign words), as *t*

*tj*

*wh* (in foreign words)



### Consonantal units

For purposes of syllabification, consonant combinations are treated as units. In addition to the digraphs, the following are also consonantal units: *kv, skj, sp, spr, st, str*.

### Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ale-ne, hvi-ske, hu-stru, bei-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten, dan-ske, sek-sten, tjenst-lig, blom-ster*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and another vowel: *fri-er, lei-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad, an, av, bak, be, bi, bort, efter, er, for, fra, frem, ge, in, inn* (formerly *ind*), *med, mis, ned, om, opp* (formerly *op*), *over, på* (formerly *paa*), *til, under, unn* (formerly *und*), *ut, ute*, and *ved*: *ad-splitte, an-bringe, av-klipp, bak-slag*, etc.
6. Certain suffixes are kept intact. These are: *aktig (agtig), artet, asje, het (hed), inne (inde)*: *barn-agtig, god-artet, lekk-asje, matt-het, vert-inne*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis, aften-blad, aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot, anti-kvar, inter-esse, mid-shipman*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *me-trisk, hemi-tropi, dia-gnose*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ske	(2, 2, 3)	re-gje-ring	(2, 2)
ar-ke-o-lo-gi	(3, 4, 2, 2)	re-pre-sen-ta-sjon	(8, 2, 3, 2)
av-brek-ke	(5, 3)	re-pu-blikk	(2, 8)
be-skjef-ti-gel-se	(5, 3, 2, 3)	re-pu-bli-kan-ske	(2, 8, 2, 3)
der-et-ter	(7, 3)	sam-men-brin-ge	(3, 7, 3)
egen-ar-tet	(6, 3)	selv-an-kla-ge	(7, 5, 2)
eks-al-te-re	(8, 3, 2)	ska-des-er-stat-ning	(2, 7, 5, 3)
en-gel-ske	(3, 3)	stats-for-fat-ning	(7, 5, 3)
eng-len-der	(3, 3)	sy-ste-ma-tisk	(2, 2, 2)
er-ind-ring	(5, 3)	tids-reg-ning	(7, 3)
eu-ro-pei-ske	(2, 2, 2)	til-gren-sen-de	(5, 3, 3)
for-en-te	(5, 3)	tre-å-rig	(7, 2)
gjen-gjel-de	(3, 3)	ty-de-lig	(2, 2)
halv-å-rig	(7, 2)	un-der-of-fi-ser	(3, 5, 3, 2)
inn-plan-te	(5, 3)	un-der-skri-ve	(3, 5, 2)
in-ter-es-sant	(3, 8, 3)	unn-dra	(5, 2)
kjens-gjer-ning	(3, 3)	unn-skyld-ning	(5, 3)
ned-sla-ge-ne	(5, 2, 2)	uor-dent-lig	(3, 3)
om-ar-bei-de	(5, 3, 2)	urett-mes-sig	(7, 3)
over-ens-komst	(5, 3)	ut-ar-bei-de	(5, 3, 2)
pa-ra-graf	(2, 8)	ute-stå-en-de	(5, 4, 3)
pa-tri-ot	(8, 4)	uvil-kår-lig	(3, 3)
pa-tri-o-ti-ske	(8, 4, 2, 2)	vå-pen-ø-vel-se	(2, 7, 2, 3)
post-skrip-tum	(8, 3)	yt-rings-fri-het	(3, 7, 6)
på-dra	(5, 2)	æt-ling-arv	(3, 7)
på-gjel-den-de	(5, 3, 3)	øn-ske-lig	(3, 2)

### Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-, er-, for-, ge-*, in which case the syllable following the prefix is stressed. Words borrowed from French are usually stressed on the last or next to last syllable. In compound words, the first component receives the primary stress, the second receives secondary stress.

In stressed syllables, vowels are long before one consonant or none, but short before two consonants or more. However, the letter *m* is never doubled at the end of a word, even though it nearly always follows a short vowel. Some words which usually occur unstressed in the sentence are written with only one consonant following the short vowel. The addition of an ending beginning with a consonant usually, but not always, makes the vowel short. Under such conditions, a long vowel may stand before two or more consonants.

Norwegian words of one syllable when pronounced in isolation or in accented positions in a sentence, and is one of the syllables of longer words, are spoken with a stress or loudness accompanied by pitch. The pitch is raised in monosyllables and in many longer words. Other words of more than one syllable have a pitch on the accented syllable that falls and then rises again on the next syllable. It is not possible to tell from the spelling which pitch-stress combination is to be used.

Consonants when written double are always pronounced long; compare with the long *d* in English *midday*.

With the exception of *d* (sometimes replaced by *aa*), *ä* (variant for *æ*), *ø* (variant for *ö*), diacritics are used only in foreign loanwords and in certain proper names.

### Capitalization

Capitalization is now as in English, except that the polite personal pronouns *De*, *Dem*, *Deres*, and the familiar *I* are capitalized, but proper adjectives and the names of the months and the days of the week are lowercased. A capital is not required to begin a new line of poetry.

Previously, Norwegian followed the German custom of capitalizing all words that functioned as nouns.

### Punctuation

Punctuation is very much like that of English. Norwegian used to punctuate like German, with commas before every clause, but the tendency is away from that now. A comma is not used before the word *og* in an enumeration (A, B, C og D), but is often used where English would have a semicolon or a period. Sometimes commas are used instead of periods for decimals: 10,6. Commas are not used between thousands: 1 000 000.

### Abbreviations

adr.	adresse, address	H. K. H.	Hans Kongelige Højhed, His Royal Highness
ang.	angående, concerning, re	H. M.	Hans Majestet, His Majesty
A/S	Aksjeselskap, joint-stock company	Hr.	Herr, Mr., Sir
avd.	avdøde, deceased	ifl.	ifølge, according to
bl. a.	blant annet, among others	kap.	kapitel, chapter
d. å.	dette år, this year	m. a. o.	med andre ord, in other words
d. e.	det er, this is, i. e.	m. fl.	med flere, et al.
d. v. s.	det vil si, that is	m. h. t.	med hensyn til, as regards to
e. K.	etter Kristi, after Christ, A. D.	m. m.	med mere, etc.
el.	eller, or	nl.	nemlig, namely
e. m.	ettermiddag, p. m.	o. a.	og annet, and others
f.	født, born, née; for, for; før, before	o. fl.	og flere, etc.
f. eks.	for eksempel, for example, e. g.	o. s. v. (osv)	og så videre, and so forth
f. K.	før Kristus, before Christ	p. ct. (pct)	prosent, percent
f. m.	formiddag, before noon, a. m.	s.	side, page; søndre, south
f. o. m.	fra og med, from and with (on)	u.	under, under
Frk.	Frøken, Miss	yr.	den yngre, junior
Hds. Maj.	Hennes Majestet, Her Majesty	ø.	øre, half farthing

**Cardinal numbers**

en, et(t)	one	atten	eighteen
to	two	nitten	nineteen
tre, tri	three	tyve	twenty
fire	four	en og tyve, etc	twenty-one, etc.
fem	five	tretti (tredve)	thirty
seks	six	firti	forty
syv	seven	femti	fifty
otte	eight	seksti	sixty
ni	nine	sytti	seventy
ti	ten	otti	eighty
elleve	eleven	nitti	ninety
tolv	twelve	hundrede	hundred
tretten	thirteen	hundrede og en, etc.	one hundred and
fjorten	fourteen		one, etc.
femten	fifteen	to hundrede, etc.	two hundred, etc.
seksten	sixteen	tusen	thousand
sytten	seventeen		

**Ordinal numbers**

første	first	ellefte	eleventh
annen (annet)	second	tolvte	twelfth
tredje	third	trettende, etc.	thirteenth, etc.
fjerde	fourth	tyvende	twentieth
femte	fifth	enogtyvende	twenty-first, etc.
sjette	sixth	trettiende (tredevte)	thirtieth
syvende	seventh	firtiende, etc.	fortieth, etc.
ottende	eighth	hundrede	hundredth
niende	ninth	hundrede og første	one hundred and
tiende	tenth		first

**Months**

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

**Days**

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

**Seasons**

vår	spring	høst	autumn
sommer	summer	vinter	winter

**Time**

time	hour	måned	month
dag	day	år	year
uke	week		

REFERENCES.—P. Groth, *A Norwegian Grammar* (1924); Jakob Sverdrup og Marius Sandvei, *Norsk Rettskrivningsordbook* (1940); J. Brynildsen, *Norsk-Engelsk Ordbook* (1927); Einar Haugen, *Beginning Norwegian* (1937); H. Scavenius, *Norsk-English Ordbook* (1943); Einar Haugen, *Spoken Norwegian* (1944).



## POLISH

Życie i dzieje tych odłamów narodu polskiego, które już od paru pokoleń przeniosły się na daleki kontynent zachodni i tam, w ramach państwowych Stanów Zjednoczonych Ameryki Północnej, kształtują swój los, są nam bardzo mało znane.—W. Doroszewski, Język polski w Stanach Zjednoczonych A. P., Warsaw, 1938, p. 1.

### Alphabet and pronunciation

A	a	<i>a</i> in father	L	l	<i>l</i> in hilly, as pronounced in some parts of the South
Ą	ą	somewhat like <i>awn</i> in dawn, or like French <i>on</i>	Ł	ł	<i>l</i> in bell; by some almost like <i>w</i> in we
B	b	<i>b</i>	M	m	<i>m</i>
C	c	<i>ts</i> in hats	N	n	<i>n</i>
Ch	ch	like German <i>ch</i> , or a strong <i>h</i>	Ń	ń	<i>ny</i> in canyon
Cz	cz	<i>ch</i> in chin	O	o	<i>o</i> in port
Ć	ć	between <i>ts</i> and <i>ch</i> in chin	Ó	ó	like Polish <i>u</i>
D	d	<i>d</i>	P	p	<i>p</i>
Dz	dz	<i>dz</i> in <i>adz</i>	R	r	<i>r</i>
Dź	dź	between <i>dz</i> and <i>j</i> in judge	Rz	rz	<i>z</i> in <i>azure</i>
Dż	dż	<i>j</i> in judge	S	s	<i>s</i> in <i>so</i>
E	e	<i>e</i> in set	Sz	sz	<i>sh</i> in shoe
Ę	ę	somewhat like <i>an</i> in man, or like French <i>in</i>	Szcz	szcz	<i>sh</i> plus <i>ch</i> , somewhat like <i>sti</i> in question
F	f	<i>f</i>	Ś	ś	between <i>s</i> and <i>sh</i>
G	g	<i>g</i> in <i>go</i>	Ść	ść	<i>ś</i> plus <i>ć</i>
H	h	like Polish <i>ch</i>	T	t	<i>t</i>
I	i	<i>e</i> in <i>be</i>	U	u	<i>u</i> in <i>rule</i>
J	j	<i>y</i> in <i>yard</i> , <i>boy</i>	W	w	<i>v</i>
K	k	<i>k</i>	Y	y	<i>y</i> in <i>rhythm</i>
			Z	z	<i>z</i> in <i>zone</i>
			Ż	ż	between <i>z</i> in <i>zone</i> and <i>z</i> in <i>azure</i>
			Ż	ż	<i>z</i> in <i>azure</i>

### Special characters

Polish uses the Latin alphabet with the addition of the following special characters: ą, ć, ę, ł, ń, ó, ś, ź, and ż. Note also the following somewhat similar characters frequently confused: Ź, ź, and łt.

### Vowels and consonants

The vowel letters are *a, ą, e, ę, i, o, ó, u, and y*. The remaining letters of the alphabet are consonant letters.

### Diphthongs

The sequences of *i* or *j* followed by one of the vowel letters may be called diphthongs, as are the sequences of a vowel followed by *j*: *ia, ja, ią, ja, ie, je, ie, je, ji, io, jo, ió, jó, iu, ju, aj, ej, ij, oj, ój, uj*. The sequences beginning with *i* are not found initially or after a vowel.

## Digraphs

The digraphs are: *ch, cz, dz, dź, dż, rz, sz, szcz* and *śc*. Their sounds are shown in the alphabet table.

## Consonantal units

The following groups of consonants are for purposes of syllabification treated as units:

*bl, bł, br, brz*  
*chl, chl, chr, chrz, chw*  
*dl, dl, dr, drz, dw*  
*fl, fr*  
*gl, gł, gr, grz, gw*  
*kl, kł, kr, krz, kw*

*pl, pł, pr, prz*  
*śc, sk, skr, skrz, śm, sp, spr, sprz, st,*  
*str, strz, stw*  
*tl, tł, tr, trz, tw*  
*wł, wł, wr, wrz*

Rules for syllabification<sup>1</sup>

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *uli-ca, mię-so, ko-chać, je-szcze, do-bry, do-brze, bli-sko, kome-dja, wę-grzyn*.
3. In a group of two or more consonants the division is made before the last consonant, digraph, or consonantal unit: *leś-ny, lek-ko, lep-szy, pań-stwo, maj-ster, pierw-szy*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *po-ić, po-ema, oce-an, ma-jor*.
5. Certain adverbial prefixes are kept intact. These are: *bez, do, na, nad(e), naj, ni, nie, o, ob(e), od(e), po, pod(e), poza, prze, przed(e), przy, roz(e), spół, u, wy, za*, and *ze*: *bez-interesowny, do-stać, na-stać, nad-inspektor, nade-słać, ni-gdzie, nie-krwawy*, etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *kraj-obraz, królko-trwały*.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *golf-sztom, foks-trot, kop-szytk, super-arbiter*. This rule applies also to technical and scientific terms, which editors prefer to divide etymologically: *san-gwinik, dja-gnostyka, strato-sfera, hiper-mnezja*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ry-kań-ski	(2, 2, 3)	in-stru-ment	(3, 2)
an-ty-kwa-rjusz	(3, 7, 2)	jak-gdy-by	(6, 2)
atlan-tyc-ki	(3, 3)	kom-pa-njon	(3, 2)
au-tor-stwo	(2, 3)	lu-do-znaw-stwo	(2, 6, 3)
bez-in-te-re-sow-ny	(5, 3, 2, 2, 3)	ła-go-dzić	(2, 2)
bez-względ-ny	(5, 3)	mek-sy-kan-ski	(3, 2, 3)
bi-blij-ny	(2, 3)	mi-mo-środ-ko-wy	(2, 6, 3, 2)
cię-ko-kształt-ny	(2, 6, 3)	na-de-rwać	(2, 5)
di-e-lek-trycz-ny	(7, 2, 3, 3)	nad-gni-ły	(5, 2)
dja-gno-sty-ka	(7, 2, 2)	na-gmin-ny	(5, 3)
do-słow-ny	(5, 3)	naj-mniej-szy	(5, 3)
do-zna-wać	(5, 2)	nie-słusz-ny	(5, 3)
dwu-znacz-ność	(6, 3)	obe-gna-li-śmy	(5, 2, 2)
elo-kwen-cja	(7, 3)	ob-ra-do-wać	(5, 2, 2)
en-cy-klo-pe-dja	(3, 2, 2, 2)	ob-słu-ga	(5, 2)
eu-ro-pej-ski	(2, 2, 3)	ode-rwa-nie	(5, 2)
fe-o-da-lizm	(4, 2, 2)	od-wzo-ro-wa-nie	(5, 2, 2, 2)
fo-to-gra-wiu-ra	(2, 2, 2, 2)	od-zna-cze-nie	(5, 2, 2)
fre-kwen-cja	(7, 3)	po-de-słać	(2, 5)
ge-o-me-trja	(4, 2, 2)	pod-in-spek-tor	(5, 3, 3)
Hisz-pa-nja	(3, 2)	po-gnie-wać	(5, 2)
ide-o-lo-gja	(4, 2, 2)	po-za-służ-bo-wy	(2, 5, 3, 2)
in-kwi-zy-cja	(7, 2, 2)	prze-de-wszyst-kiem	(2, 5, 3)

<sup>1</sup> Syllabification usage varies considerably among Polish printers, especially as regards the division of consonantal groups. Editors usually permit printers to divide such groups optionally, provided the division does not override phonetics and etymology. The rules given here, being designed for consultants who might not be fully familiar with Polish, are somewhat restrictive, but they insure invariably correct and consistent word division.

*Illustrative word divisions—Continued*

przed-szkol-ny	(5, 3)	spół-ob-wi-nio-ny	(5, 5, 2, 2)
prze-wra-cać	(5, 2)	stro-i-ciel	(4, 2)
przy-gnę-biać	(5, 2)	su-per-ar-bi-ter	(2, 7, 3, 2)
przy-zna-cze-nie	(5, 2, 2)	śmier-tel-nie	(3, 3)
pu-blicz-ność	(2, 3)	War-sza-wa	(3, 2)
re-pu-bli-ka	(2, 2, 2)	wy-sło-wie-nie	(5, 2, 2)
ro-ze-gnać	(2, 5)	wy-słu-chać	(5, 2)
roz-mna-żać	(5, 2)	za-sła-b-nię-cie	(5, 3, 2)
rzecz-po-spo-li-ta	(6, 2, 2, 2)	ze-wnętrz-ność	(5, 3)
sa-mo-wznie-ca-nie	(2, 6, 2, 2)	Zjed-no-czo-ne	(3, 2, 2)
sa-mo-zwa-niec	(2, 6, 2)	zwie-rze-nie	(2, 2)
san-gwi-nicz-ny	(7, 2, 3)	żyw-no-ście-wy	(3, 2, 2)

**Stress and diacritics**

Stress is usually on the penultimate (next to the last) syllable: *MAT-ka*, *glę-BO-ki*, *spo-wo-DO-wać*. In verbs of the first and second person plural past tense and in words of Latin and Greek origin the stress is on the antepenultimate (second from the last) syllable: *BY-li-śmy* (we were), *BY-li-ście* (you were), *a-ryt-ME-ty-ka*, *MU-zy-ka*, *re-TO-ry-ka*.

The diacritical marks used are the inverted cedilla (¸), to indicate the nasal sounds *q* and *ę*; the acute ('), to indicate the palatalization of a consonant; the stroke (ˊ), to indicate the hard *ł*; and the superior dot (˙), to indicate the postpalatal *ż*.

**Capitalization**

Capitalization is practically the same as in English, except that proper adjectives are lowercased and names of months are preferably lowercased.

**Punctuation**

Punctuation is practically the same as in English, except that the comma is used to mark off restrictive as well as descriptive clauses.

**Alphabetization**

The letters *q*, *ć*, *ę*, *ł*, *ó*, *ś*, *ź*, and *ż* are regarded as separate characters and are so alphabetized. The complete alphabetic order is: *a*, *q*, *b*, *c*, *ć*, *d*, *e*, *ę*, *f*, *g*, *h*, *i*, *j*, *k*, *l*, *ł*, *m*, *n*, *o*, *ó*, *p*, *r*, *s*, *ś*, *t*, *u*, *w*, *y*, *z*, *ź*, *ż*.

**Abbreviations**

a.	albo, or, or else	r. b.	roku bieżącego, current year
i t. d.	i tak dalej, et cetera	s-ka	spółka, company, association
N. or	numer, number	str.	stronica, page
Nr		sz.	szanowny, honorable
n. p.	na przykład, for instance	ś. p.	świętej pamięci, deceased
p.	pan, pani, Mr., Mrs.	św.	święty, Saint
por.	porównaj, compare with, cf.	t. j.	to jest, that is
r.	rok, year	w:	wiek, century

**Cardinal numbers**

jeden, -na, -no	one	osiemnaście	eighteen
dwa, dwie, dwaj	two	dziewiętnaście	nineteen
trzy, trzej	three	dwadzieścia	twenty
cztery, czterej	four	dwadzieścia jeden,	twenty-one,
pięć	five	etc.	etc.
sześć	six	trzydzieści	thirty
siedem	seven	czterdzieści	forty
osiem	eight	pięćdziesiąt	fifty
dziewięć	nine	sześćdziesiąt	sixty
dziesięć	ten	siedemdziesiąt	seventy
jedenaste	eleven	osiemdziesiąt	eighty
dwanaście	twelve	dziewięćdziesiąt	ninety
trzynaście	thirteen	sto	hundred
czternaście	fourteen	sto jeden, etc.	one hundred and
piętnaście	fifteen		one, etc.
szesnaście	sixteen	dwieście	two hundred
siedemnaście	seventeen	trzysta	three hundred



**Cardinal numbers—Continued**

czterysta	four hundred	dwa tysiące	two thousand
pięćset	five hundred	trzy tysiące, etc.	three thousand, etc.
sześćset	six hundred		
siedemset	seven hundred	pięć tysięcy, etc.	five thousand, etc.
osiemset	eight hundred	sto tysięcy	hundred thousand
dziewięćset	nine hundred	miljon	million
tysiąc	thousand		

**Ordinal numbers**

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -ga, -gie	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąty	fiftieth
czwarty	fourth	sześćdziesiąty	sixtieth
piąty	fifth	siedemdziesiąty	seventieth
szósty	sixth	osiemdziesiąty	eightieth
siódmy	seventh	dziewięćdziesiąty	ninetieth
ósmym	eighth	setny	hundredth
dziewiąty	ninth	sto pierwszy, etc.	one hundred and first, etc.
dziesiąty	tenth		
jedenasty	eleventh	dwusetny	two hundredth
dwunasty	twelfth	trzechsetny	three hundredth
trzynasty	thirteenth	czterechsetny	four hundredth
czternasty	fourteenth	pięćsetny	five hundredth
piętnasty	fifteenth	sześćsetny	six hundredth
szesnasty	sixteenth	siedemsetny	seven hundredth
siedemnasty	seventeenth	osiemsetny	eight hundredth
osiemnasty	eighteenth	dziewięćsetny	nine hundredth
dziewiętnasty	nineteenth	tysiączny	one thousandth
dwudziesty	twentieth	dwutysięczny	two thousandth
dwudziesty pierwszy, etc.	twenty-first, etc.	miljonowy	millionth

**Months**

styczeń (stycz.)	January	lipiec (lip.)	July
luty	February	sierpień (sierp.)	August
marzec (mar.)	March	wrzesień (wrzes.)	September
kwiecień (kwiec.)	April	październik (paźdz.)	October
maj	May	listopad (listop.)	November
czerwiec (czerw.)	June	grudzień (grudz.)	December

**Days**

Niedziela	Sunday	Czwartek	Thursday
Poniedziałek	Monday	Piątek	Friday
Wtorek	Tuesday	Sobota	Saturday
Środa	Wednesday		

**Seasons**

wiosna	spring	jesień	autumn
lato	summer	zima	winter

**Time**

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

REFERENCES.—Joseph Andrew Teslar and Jadwiga Teslar, *A New Polish Grammar* (London, 1941); J. Stanisławski, *English-Polish and Polish-English Dictionary* (1942); M. Aret, *Słownik Wyrazów Obcych* (Warszawa, 1935).

## PORTUGUESE

E quando se vir que a tendência da fala do Brasil é completamente diversa da fala de Portugal, que a civilização afasta cada vez mais os dois países graças aos neologismos diferentes para as invenções, que a literatura no Brasil já se tornou brasileira, rompendo com um passado artificial para ser compreendida do povo; que as influências de fatores varios transformaram a nossa pronuncia e nosso vocabulário, criando aos poucos outra sintaxe—só existirá uma coisa a fazer: o brasileiro dar bons dias ao português, como faz na fronteira com uruguaio, o argentino e o paraguaí.—Renato Mendonça, *O Português Do Brasil* (1936), p. 98.

### Alphabet and pronunciation <sup>1</sup>

A	a	stressed: <i>a</i> in palm; before <i>m</i> or <i>n</i> , <i>u</i> in hunt (often written <i>â</i> ); unstressed: <i>a</i> in sofa (see Stress and diacritics)
Ã	ã	nasalized <i>u</i> in hunt; with <i>e</i> or <i>o</i> following, <i>ãe</i> somewhat like <i>i</i> in mind and <i>ão</i> somewhat like <i>ou</i> in mound
B	b	<i>b</i>
C	c	<i>s</i> in so, before <i>e</i> or <i>i</i> ; elsewhere like <i>k</i>
Ç	ç	<i>s</i> in so; used only before <i>a</i> , <i>o</i> , or <i>u</i>
D	d	<i>d</i>
E	e	stressed: somewhat like <i>a</i> in fate (close), or <i>e</i> in get (open); close sound sometimes written <i>ê</i> , the open one <i>é</i> ; unstressed: <i>e</i> in basket
F	f	<i>f</i>
G	g	<i>s</i> in measure, before <i>e</i> or <i>i</i> ; elsewhere like <i>g</i> in go
H	h	silent
I	i	stressed: <i>i</i> in machine; unstressed: <i>i</i> in hit
J	j	<i>s</i> in measure
K	k	<i>k</i> ; used only in foreign words
L	l	<i>l</i> in million, before a vowel; elsewhere like <i>l</i> in hill
Lh	lh	somewhat like <i>lli</i> in million
M	m	<i>m</i> before vowel; after vowel, nasalizes vowel and is itself weakened in closure; final unstressed <i>am</i> like Portuguese <i>ão</i>
N	n	<i>n</i> before vowel; after vowel, same as Portuguese <i>m</i>
Nh	nh	<i>ny</i> in canyon
O	o	stressed: somewhat like <i>o</i> in coat when close (sometimes written <i>ô</i> ), or like <i>o</i> in fort when open (sometimes written <i>ó</i> ); unstressed: <i>o</i> in obey, or <i>u</i> in put when final
Õ	õ	used with <i>e</i> , <i>õe</i> is somewhat like <i>oi</i> in coin
P	p	<i>p</i>
Q	q	always followed by <i>u</i> (see Digraphs)
R	r	trilled <i>r</i> ; in some regions like Parisian French <i>r</i>

<sup>1</sup> The pronunciation shown is that of Brazilian Portuguese; in Portugal unstressed vowels are more slurred, and certain consonants have slightly different sounds.

S	s	<i>s</i> in <i>so</i> initially before a vowel; between vowels like <i>s</i> in <i>rose</i> (=z); when final, like <i>s</i> or <i>z</i> , or somewhat like <i>sh</i> , or like <i>s</i> in measure, depending on consonant or vowel of following word if the two are closely linked in structure of sentence; within words: before consonants, like <i>sh</i> before <i>p</i> , <i>t</i> , <i>c</i> (=k); like <i>s</i> in measure before <i>b</i> , <i>d</i> , <i>g</i> (as in <i>go</i> ); like <i>s</i> before <i>s</i> or <i>ç</i> ; like <i>z</i> before other consonants
T	t	<i>t</i>
U	u	stressed: <i>u</i> in <i>rude</i> ; unstressed: <i>u</i> in <i>put</i>
V	v	<i>v</i>
W	w	<i>w</i> or <i>v</i> , only in foreign words
X	x	<i>sh</i> in <i>shoe</i> initially, and often elsewhere; otherwise as <i>x</i> in <i>box</i> (=ks), or as <i>s</i> or <i>z</i>
Y	y	like Portuguese <i>i</i> ; now usually replaced by <i>i</i>
Z	z	<i>z</i> in <i>gaze</i> ; final often like <i>z</i> in <i>azure</i>

### Special characters

Portuguese uses the Latin alphabet, with the addition of the following special characters: *Â â*, *Ç ç*, and *Õ õ*. Portuguese uses also to a considerable extent the acute (´), the circumflex (^), and sometimes the grave (`) or the dieresis (¨).

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, and *u*. Of these, *a*, *e*, and *o* are termed strong vowels; *i* and *u*, weak vowels. The letter *y*, which occurs only in foreign words, is treated as a vowel before a consonant, otherwise as a consonant. The other letters of the alphabet are all consonants.

### Diphthongs and triphthongs

A diphthong is a combination of a strong vowel and a weak vowel. This is pronounced as one syllable, the strong vowel receiving the predominant sound and the weak one being somewhat slurred over (*i* somewhat like *y* in *yet* or *boy*, *u* like *w* in *wet* or *bow*): *pai* (pronounced p*ai*), *rial* (pronounced ri*Al*). If the weak vowel, however, carries an acute mark, the two vowels do not constitute a diphthong and are pronounced separately: *pais* (pronounced pa-*Is*).<sup>1</sup>

A diphthong may also be a combination of two weak vowels. In such case the first vowel receives the predominant sound and the second one is slurred over: *fluido* (pronounced fl*U*ido), *partiu* (pronounced part*Iu*). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: *ruído* (pronounced ru-*I*do), *miúdo* (pronounced mi-*U*do).

A triphthong is a combination of three vowels, the middle one of which is strong the others weak, and is pronounced as a single syllable, the strong vowel receiving the predominant sound: *iguais* (pronounced igu*AI*s). If one of the weak vowels, however, carries an acute mark, the vowels do not constitute a triphthong: *partieis* (pronounced part*I*-eis).

### Digraphs

The digraphs and their sounds are:

*ch* as *sh* in *ship*; in words of Greek origin as *ch* in *choir* (this latter *ch* occurs only in the older orthography; in the reformed orthography, it is replaced by *c* or, before *e* and *i*, by *qu*)  
*gu* as *g* in *go*, only before *e*, *i*; *gû* before *e*, *i* to indicate the sound of *gw*

*lh* as *li* in *million*  
*nh* as *ny* in *canyon*  
*ph* as *f* (in the older orthography only)  
*qu* as *k* before *e*, *i*; before *a* and sometimes before *o* as *qu* in quality (=kw); *qu* is used before *e*, *i* to indicate the sound of *kw*  
*th* as *t* (in the older orthography only)

<sup>1</sup> This acute mark may be omitted, however, if the vowel over which it is supposed to appear stands before any final consonant (except *s*) or before *nh*, *nd*, *mb*: *raiz* (pronounced ra-*Iz*), *sair* (pronounced sa-*Ir*), *rainha* (pronounced ra-*Inha*), *ainda* (pronounced a-*Inda*), *Coimbra* (pronounced Co-*Imbra*), *ruim* (pronounced ru-*Im*). The spellings *raiz*, *rainha*, *ainda* are also permitted.



**Consonantal units**

For the purpose of syllabification, the following are consonantal units:

*bl, br*  
*chl, chr, cl, cr*

*dl, dr*  
*fl, fr*

*gl, gr*  
*pl, pr*

*tl, tr*  
*vl, vr*

**Rules for syllabification**

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ba-lão, ba-nhar, ma-dre, flui-do*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *par-te, guer-ra, sump-to, per-cha, sem-pre*.
4. Division between vowels is avoided. In narrow measure, however, division is admissible between two strong vowels. Hence, in the interest of good spacing, the following vowels may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo* (but not the nasal vowels *ãe, ão, and õe*): *do-ente, le-oa, po-ema*.
5. According to the new orthography, only the prefix *ex* is kept intact, but division may be made on the other prefixes if such division conforms to rules 2 to 4: *con-sócio* (rule 3), *in-justo* (rule 3), *pro-mover* (rule 2), *re-organizar* (rule 4); but *cons-tar* (rule 3), *ins-pirar* (rule 3), *pros-crever* (rule 3), *reü-nião* (rule 2).
6. Compound words (hyphenated) are divided preferably on the hyphen (and each part, according to rules 1 to 5): *além-atlântico, sub-rogar*.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, co-gnac, cre-scendo, Reichs-amt*. Technical and scientific terms are regarded as naturalized words and are divided according to rules 1 to 6.

*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

aban-do-nar	(3, 2)	maio-ri-da-de	(2, 2, 2)
abas-te-cer	(3, 2)	má-xi-mo	(2, 2)
aba-ti-men-to	(2, 2, 3)	mi-san-tró-pi-co	(2, 3, 2, 2)
ab-so-lu-to	(3, 2, 2)	mis-ce-lâ-neia	(3, 2, 2)
abs-tra-to	(3, 2)	ne-ces-si-da-de	(2, 3, 2, 2)
an-tia-é-reo	(3, 4, 2)	ne-cro-ló-gi-co	(2, 2, 2, 2)
bem-es-tar	(6, 3)	neu-tra-li-zar	(2, 2, 2)
bi-blio-te-ca	(2, 2, 2)	no-ro-es-te	(2, 4, 3)
bi-ci-cle-ta	(2, 2, 2)	no-va-yor-ki-no	(2, 6, 3, 2)
Bra-si-lei-ro	(2, 2, 2)	nú-me-ro	(2, 2)
com-pre-en-de	(3, 4, 3)	ob-je-to	(3, 2)
con-so-an-te	(3, 4, 3)	obli-quân-gu-lo	(2, 3, 2)
co-ra-ções	(2, 2)	obs-cu-ran-te	(3, 2, 3)
dei-xan-do	(2, 3)	obs-tru-ção	(3, 2)
de-se-qui-lí-brio	(2, 2, 2, 2)	oce-â-ni-co	(4, 2, 2)
elip-só-i-de	(3, 2)	oxi-gê-nio	(2, 2)
em-bai-xa-dor	(3, 2, 2)	pa-le-ó-gra-fo	(2, 4, 2, 2)
es-ta-du-ni-den-se	(3, 2, 2, 2, 3)	pa-lha-bo-te	(2, 2, 2)
ex-er-ci-do	(5, 3, 2)	Pa-na-me-ri-ca-no	(2, 2, 2, 2, 2)
fer-rô-lho	(3, 2)	pa-râ-me-tro	(2, 2, 2)
go-niô-me-tro	(2, 2, 2)	pa-triô-ti-co	(2, 2, 2)
he-mis-fé-rio	(2, 3, 2)	pe-ga-nhen-to	(2, 2, 3)
hi-gros-có-pio	(2, 3, 2)	pei-xei-ra	(2, 2)
inad-mis-sí-vel	(3, 3, 2)	por-tu-gue-sa	(3, 2, 2)
in-com-pre-en-sí-vel	(3, 3, 4, 3, 2)	pro-ble-ma	(2, 2)
ine-ren-tes	(2, 3)	pu-bli-ca-men-te	(2, 2, 2, 3)
in-ex-is-ten-te	(5, 5, 3, 3)	re-pre-sen-tan-tes	(2, 2, 3, 3)
ins-ta-la-ções	(3, 2, 2)	re-pú-bli-ca	(2, 2, 2)
in-te-res-sa-dos	(3, 2, 3, 2)	se-mio-fi-cial	(2, 2, 2)
inu-ti-li-zar	(2, 2, 2)	se-nho-res	(2, 2)
ju-rí-di-co	(2, 2, 2)	su-bal-ter-nos	(2, 3, 3)
lin-güis-ti-co	(3, 3, 2)	subs-cre-ver	(3, 2)
lu-xu-rian-te	(2, 2, 3)	trans-pi-rar	(3, 2)

# Stress and diacritics

The stress in Portuguese words falls on the penult (last syllable but one) if the word ends in *a, e, o* (followed or not by *s*), *am, em*, and *ens*: *CAsa, CAsas, paREde, paREdes*, etc.; otherwise on the last syllable (the latter includes words ending in nasals and diphthongs followed or not by *s*): *caNAL, entenDER, vaRÃO, vaRÕES, saRAU, arRAIS*. Words terminating, however, in the diphthongs *ia, io, ua, ue*, and *uo*, preceded by a consonant (followed or not by *m* or *s*), have stress on the *i* or *u*: *filosofIa, punIa, punIam, lowarIas, continUo, continUe, continUa*. The stress in all such words is not indicated by any diacritical marks.

Words stressed contrary to the rule above carry a written accent mark, either acute (') or circumflex (^), the former to indicate an open vowel, the latter to indicate a close vowel: *faRÁ, FÁCil, CÔNsules, rePÚblica, ÓRfãos, FÁceis, abundÂncia, faMÍlia*.<sup>2</sup>

In addition to indicating stress not according to the first paragraph, accent marks are used as mere diacritics for other purposes, as follows:

(a) The acute mark is used over the *e* or *o* in the stressed diphthongs *ei, eu, oi*, to indicate that the *e* or *o* is open; otherwise, the *e* or *o* is close: *réis*, plural of *real* (but *reis*, plural of *rei*), *batéis*, plural of *batel* (but *bateis*, second person plural of *bater*), *sóis*, plural of *sol* or second person singular of *soer* (but *sois*, second person plural of *ser*); also *vêu(s), chapêu(s), herói(s), jóia, gibóia*, etc.

(b) The acute is used over the *i* or *u* to indicate that it does not form a diphthong with its adjacent strong vowel and is to be stressed: *puniríamos, país, saída, saúde, baú*, etc.

(c) The circumflex is used over the stressed *e* or *o* to indicate that the *e* or *o* is close if there are other words spelled like them with the stressed *e* or *o* open: *rêgo* (furrow), *rego* (first person singular of *regar*); *rôgo* (request), *rogo* (first person singular of *rogar*); *dêmos* (present subjunctive of *dar*), *demos* (present indicative of *dar*), *côrte* (court), *corte* (cut, edge).

(d) The acute and circumflex are used arbitrarily on monosyllables ending in *a, as, e, es, o, os*: *pá(s), sé(s), vê(s), mê(s), pó(s), pôs* (from *pôr*), etc.

(e) The acute and circumflex are used on certain words carrying sentence emphasis to distinguish them from words spelled like them but not receiving sentence emphasis: *quê* (interrogative), *que* (relative); *porquê* (interrogative), *porque* (conjunction); *pôr* (verb), *por* (preposition); *pára* (verb), *para* (preposition); *pêla* (noun), *pela* (preposition), etc.

(f) The acute and circumflex are used to indicate secondary stress in adverbs ending in *mente*: *rápidamente, sómente, cortêsmemente* (from *rápido, só, cortês*).

(g) The grave (') is used over the *u* in *gu, qu* before *e* or *i* to indicate that the *u* is to be sounded but not stressed. In the other cases the *u* in *gu* and *qu* before *e* or *i* is silent: *consequência, arguir, argúi* (first person preterite), but *argúi* (third person present). Instead of the grave, many orthographers use the dieresis (trema) for this purpose.

(h) The grave is used over the *i* or *u* to indicate that it does not form a diphthong with the preceding vowel, and is not to be stressed: *saímento, paísagem, saúdar*. Instead of the grave, many orthographers use the dieresis (trema) for this purpose.

(i) The grave is used over an unstressed open *a, e, o* in certain words if there are other words spelled alike in which the *a, e, o* has a close or weakened value: *à* (to the), *a* (the); *àquele* (to that), *aquele* (that); *prêgar* (preach), *pregar* (nail), etc.

(j) The tilde (~) is used to indicate a nasal vowel. It is also used at times to indicate a contraction: *Roiž* (= *Rodriguez*), *q̃* (= *que*), *sñca* (= *sentença*).

## Capitalization

Capital letters are used in English with the exception that names of months, days of the week, and proper adjectives are lowercased.

<sup>2</sup> In Brazil, words ending in *i* or *u* (followed or not by *s*) have stress on the next to the last syllable; stressed otherwise, they carry an accent mark; hence, according to Brazilian usage: *perú(s), javali(s), ali, aqui*, but *tribu, nenhum, comum, oasis, virus*, etc. However, Agard, Lobo, and Willis (Brazilian Portuguese From Thought to Word, 1944) state that words ending in *i(s)* or *u(s)* are normally stressed on the last syllable and need not receive the stress mark. According to available evidence, there is still disagreement in this matter. On the whole, the rules here recommended follow those now valid in Brazil.

## Punctuation and hyphenation

Punctuation marks are used as in English.

The apostrophe as a sign of contraction between prepositions and pronouns has practically disappeared: *neste* (instead of, formerly, *n'este*, *'neste*, or *n-este*), in this; *dêsse* (instead of *d'êsse*), of that; *dâquém* (instead of *d'àquém*), on this side; *dêle* (instead of *d'êle*), of him, his; etc. The apostrophe is still retained, however, in proper nouns and a few compounds: *Sant' Ana*, *Nun' Alvares*. (Note also compounds in paragraph following.) The apostrophe is sometimes used after a capital letter instead of the acute: *A'sia*, *E'*, etc.

The hyphen is employed, aside from its use in syllabification, to indicate compounds whose elements retain their phonetic independence: *mãe-d'água*, reservoir; *mão-d'obra*, workmanship; *contra-almirante*, rear admiral; *pára-raios*, lightning conductor. It is also used to set off suffixed and infixed pronouns in verb forms: *dê-me*, give me; *dizem-no-lo*, they say it to us; *fá-lo-ia*, I would do it; also after the monosyllabic forms of *haver* when followed by *de* and an infinitive: *hei-de ler*, I must read, but *haviâmos de ler*, we had to read.

## Abbreviations

cm	centímetro, centimeter	pp.	páginas, pages
D.	Dom, Sir; Dona, Lady	S. Excia.	Sua Excel(l)ência, His Excellency
Dr.	doutor, doctor	S.	São (contraction of santo), Saint
Dra.	doutora, doctress		
EE. UU.	Estados Unidos da América, United States	Snr., Sr.	senhor, Mr.; also Lord
da A., E. U. A.	of America	Snra., Sra.	senhora, Mrs.
Exmo.	Excel(l)entíssimo, Excellency	Snrta., Srta.	senhorita, Miss
hect.	hectare, hectare	Sta.	Santa, Saint
Il(l)mo.	Il(l)ustríssimo, Illustrious	V. E., V. Exa.	Vossa Excel(l)ência, Your Excellency
l.	litro, liter	Vmcê., V. M.	Vossa Mercê, Your Grace
m.	metro, meter		
p.	página, page		

## Cardinal numbers

um, uma	one	trinta	thirty
dois, dous, duas	two	quarenta	forty
três	three	cincoenta, cinquenta	fifty
quatro	four		
cinco	five	sessenta	sixty
seis	six	setenta	seventy
sete	seven	oitenta	eighty
oito	eight	noventa	ninety
nove	nine	cem, cento	hundred
dez	ten	cento e um(a), etc.	one hundred and one, etc.
onze	eleven	duzentos, -as	two hundred
doze	twelve	trezentos, -as, etc.	three hundred, etc.
treze	thirteen		
catorze	fourteen	mil	thousand
quinze	fifteen	mil e um(a), etc.	one thousand and one, etc.
dezassex, dezasseis	sixteen	dois mil, etc.	two thousand, etc.
dezassex, dezasete	seventeen	um milhão	million
dezoito, dezoito	eighteen		
dezanove	nineteen		
vinte	twenty		
vinte e um, etc.	twenty-one, etc.		

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.



**Ordinal numbers**

primeiro, primo	first	quadragésimo,	fortieth
segundo	second	quarentésimo	
terceiro	third	quinquagésimo	fiftieth
quarto	fourth	sexagésimo	sixtieth
quinto	fifth	septuagésimo	seventieth
sexto	sixth	octogésimo	eightieth
sétimo	seventh	nonagésimo	ninetieth
oitavo	eighth	centésimo	hundredth
nono	ninth	centésimoprimeiro,	one hundred
décimo	tenth	etc.	and first, etc.
undécimo		ducentésimo	two hundredth
décimo primeiro	eleventh	tricentésimo	three hundredth
onzeno		quadringentésimo	four hundredth
duodécimo, décimo	twelfth	quingentésimo	five hundredth
segundo		sex(c)entésimo	six hundredth
décimo terceiro, etc.	thirteenth, etc.	septingentésimo	seven hundredth
vigésimo	twentieth		dredth
vigésimo primeiro,	twenty-first, etc.	octingentésimo	eight hundredth
etc.		non(in)gentésimo	nine hundredth
trigésimo	thirtieth	milésimo	thousandth

**Months**

janeiro (jan.)	January	julho (jul.)	July
fevereiro (fev.)	February	agosto (agto.)	August
março (mço.)	March	setembro (set.)	September
abril (abr.)	April	outubro (obro.)	October
maio	May	novembro (nov.)	November
junho (jun.)	June	dezembro (dez.)	December

**Days**

domingo	Sunday	quinta-feira	Thursday
segunda-feira	Monday	sexta-feira	Friday
terça-feira	Tuesday	sáb(b)ado	Saturday
quarta-feira	Wednesday		

**Seasons**

primavera	spring	outo(m)no	autumn
verão	summer	inverno	winter

**Time**

hora	hour	mês (mez)	month
dia	day	an(n)o	year
semana	week		

REFERENCES.—Joseph Dunn, *A Grammar of the Portuguese Language* (1930); Frederick B. Agard, Hélio Lobo, and Raymond S. Willis, Jr., *Brazilian Portuguese* (1944); Alvaro Franco, *Dicionário Inglês-Português [e] Português-Inglês* (1941).

## RUSSIAN

Тамань—маленький городок на берегу моря. \* \* \* Во всём городе только один каменный дом, у самого въезда в город. В нём почта и военное начальство.—М. Yu. Lermontov, 'Taman', D. C. Heath & Co. edition, p. 1.

### Alphabet, transliteration,<sup>1</sup> and pronunciation

А	а	a	a in far <sup>2</sup>
Б	б	b	b
В	в	v	v
Г	г	g	g in go <sup>3</sup>
Д	д	d	d
Е	е	e, ye <sup>4</sup>	e in fell, ye in yell <sup>5</sup>
Ё	ё	ë, yë <sup>6</sup>	o in order, yo in yore <sup>7</sup>
Ж	ж	zh	z in azure
З	з	z	z in zeal
И	и	i	i in machine <sup>8</sup>
Й	й	y	y in boy
К	к	k	k
Л	л	l	l
М	м	m	m
Н	н	n	n
О	о	o	o in order <sup>9</sup>
П	п	p	p
Р	р	r	r
С	с	s	s in so
Т	т	t	t
У	у	u	u
Ф	ф	f	f
Х	х	kh	h in how, but stronger
Ц	ц	ts	ts in hats
Ч	ч	ch	ch in church
Ш	ш	sh	sh in shoe
Щ	щ	shch	sh plus ch, somewhat like sti in question
Ъ	ъ	'' <sup>10</sup>	( <sup>11</sup> )
Ы	ы	y	y in rhythm
Ь	ь	' <sup>12</sup>	( <sup>13</sup> )
Э	э	e	e in elder
Ю	ю	yu	u in union
Я	я	ya	ya in yard

<sup>1</sup> U. S. Board on Geographic Names transliteration, 1944. (See p. 428 for Slavic transliteration as a whole.)

<sup>2</sup> When stressed; when unstressed, like a in sofa.

<sup>3</sup> Also pronounced as v in the genitive ending -ro; often used for original h in non-Russian words, but is pronounced as g by Russians.

<sup>4</sup> Ye initially, after vowels, and after Ъ, Ь.

<sup>5</sup> Pronounced as i in habit, or the same sound with preceding y, when unstressed.

<sup>6</sup> Yë as for ye. The sign ë is not considered a separate letter of the alphabet, and the '' is often omitted.

Transliterate as ë, yë when printed in Russian as ë; otherwise use e, ye.

<sup>7</sup> Only stressed.

<sup>8</sup> Like i in habit when unstressed; like yie in yield after a vowel and after Ъ.

<sup>9</sup> Like o in abbot when unstressed.

<sup>10</sup> The symbol '' (double apostrophe), not a repetition of the line above.

<sup>11</sup> No sound; used only after certain prefixes before the vowel letters е, ё, я, ю. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 410.

<sup>12</sup> ' (apostrophe).

<sup>13</sup> Palatalizes a preceding consonant, giving a sound resembling the consonant plus y, somewhat as in English meet you, did you.

### Special characters

Russian uses the Cyrillic alphabet. Many of the characters are the same as in Latin, with the following special ones: Б б, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Ъ ъ, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: З з, И и, У у, Ш ш, Э э, Л л, П п, Щ щ. The Ъ is a separate character and not a combination of Ь and I.

### Transliteration

This is a mechanical process of substituting the transliteration letter or combination of letters for each Russian letter: Москва = *Moskva*, Киев = *Kiyev*, Русский = *Russkiy*, etc.

### Vowels and consonants

The vowel letters are а, е, ё, и, о, у, ы, э, ю, and я, represented, respectively, by *a*, *e* or *ye*, *ë* or *yë*, *i*, *o*, *u*, *y*, *e*, *yu*, *ya*. The letters й, ъ, and ь are not called either vowels or consonants. All other letters are consonants.

### Diphthongs

The sequences of a vowel followed by й are often called diphthongs. Their sounds are:

ай (ay) ai in aisle	ый (yy) y in rhythm plus y in yield
ей (ey, yey) ey in they, or as yea (= yes)	эй (ey) ey in they
ий (iy) like prolonged English ee	юй (yuy) you plus y in yield
ой (oy) oy	яй (yay) ya in yard plus y in yield
уй (uy) uoy in buoy as pronounced by some (oo plus y)	

### Digraphs

The transliterations *ye*, *zh*, *kh*, *ts*, *ch*, *sh*, *shch*, *yu*, *ya* represent single Russian letters and should not be divided in syllabification.

### Consonantal units

The following combinations of consonants should be treated, for syllabification purposes, as indivisible units:

бл, бр ( <i>bl</i> , <i>br</i> )	мл ( <i>ml</i> )
вл, вр ( <i>vl</i> , <i>vr</i> )	пл, пр ( <i>pl</i> , <i>pr</i> )
гл, гр ( <i>gl</i> , <i>gr</i> )	ск, скв, скр, ст, ств, стр ( <i>sk</i> , <i>skv</i> , <i>skr</i> , <i>st</i> , <i>stv</i> , <i>str</i> )
дв, др ( <i>dv</i> , <i>dr</i> )	тв, тр ( <i>tv</i> , <i>tr</i> )
жд ( <i>zhd</i> )	фл, фр ( <i>fl</i> , <i>fr</i> )
кл, кр ( <i>kl</i> , <i>kr</i> )	

### Rules for syllabification <sup>1</sup>

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: ба-гаж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mu-kha*), пё-бра (*pë-bra*), каче-ство (*kache-stvo*), свой-ство (*svoy-stvo*).
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: мас-ло (*mas-lo*), мас-са (*mas-sa*), мар-шал (*mar-shal*), точ-ка (*toch-ka*), долж-ность (*dolzh-nost'*), сред-ство (*sred-stvo*).
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: оке-ан (*oke-an*), ма-як (*ma-yak*).
5. Certain adverbial prefixes are kept intact. These are: без (бес), во, воз (вос), вы, до, за, из (ис), на, над, не, ни, низ (нис), о, об, обо, от, ото, пере, по, под, пред(и), пред(о), при, про, раз (рас), с(о), and у. In transliteration these prefixes are respectively *bez* (*bes*), *vo*, *voz* (*vos*), *vy*, *do*, *za*, *iz* (*is*), *na*, *nad*, *ne*, *ni*, *niz* (*nis*), *o*, *ob*, *obo*, *ot*, *oto*, *pere*, *po*, *pod*, *pred*(*i*), *pred*(*o*), *pri*, *pro*, *raz* (*ras*), *s*(*o*), and *u*: без-вкусный (*bez-vkusnyy*), бес-связь (*bes-svyaz'*), во-круг (*vo-krug*), etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): радио-связь (*radio-svyaz'*), фото-снимка (*foto-snimka*).

<sup>1</sup> Since the orthographic reform of 1918, the rules for syllabification have been considerably liberalized. It is generally permitted now to divide according to convenience, provided that phonetics and etymology are not severely overridden. These rules, designed as a guide for workers who might not be thoroughly familiar with the Russian language, are of necessity somewhat restrictive, but they insure invariably correct word division in conformity with generally approved usage.

As a great deal of Russian matter, especially bibliographic, is printed in transliterated form, these rules have been formulated so as to apply with equal accuracy whether matter is in Russian characters or in transliteration.



7. It is to be noted that the й (y) always terminates a syllable: бой-кий (*boy-kiy*), рай-он (*ray-on*); the ь (') terminates a syllable except in words beginning with вь (v'), взь (vz'), and съ (s'): отъ-ехать (*ot'-yekhat'*) but съём-ка (*s'yem-ka*), съест-ной (*s'yest-noy*); the ь (') terminates a syllable except before the soft vowels е (e), и (i), ю (yu), and я (ya): маль-чик (*mal'-chik*), but соло-вьев (*solo-v'yev*), бри-льянт (*bri-l'yant*), се-мья (*se-m'ya*).

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: Шек-спир (*Shek-spir*), мас-штаб (*mas-shtab*), Лоа-ра (*Loa-ra*) [not Ло-ара (*Lo-ara*) (from the French *Loire*)], се-ньор (*se-n'or*).

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Аме-ри-кан-ский } <i>Ame-ri-kan-skiy</i>	(2, 2, 3)	от-звучать } <i>ot-zvu-chat'</i>	(5, 2)
Ан-глий-ская } <i>An-gliy-skaya</i>	(3, 2)	ото-зва-ние } <i>oto-zva-niye</i>	(5, 2)
без-ал-ко-голь-ный } <i>bez-al-ko-gol'-nyy</i>	(5, 3, 2, 7)	отъ-ез-жа-ю-щий } <i>ot'-yez-zha-yu-shchiy</i>	(7, 3, 4, 2)
бес-сроч-ный } <i>bes-sroch-nyy</i>	(5, 3)	Па-ра-гвай } <i>Ra-ra-gvay</i>	(2, 8)
ва-ку-ум } <i>va-ku-um</i>	(2, 4)	пе-ре-гнать } <i>pe-re-gnat'</i>	(2, 5)
во-гну-тость } <i>vo-gnu-tost'</i>	(5, 2)	пер-спек-ти-ва } <i>per-spek-ti-va</i>	(8, 3, 2)
во-до- Вме-сти-ли-ще } <i>vo-do-vme-sti-li-shche</i>	(2, 6, 2, 2, 2)	пи-о-нер-ский } <i>pi-o-ner-skiy</i>	(4, 2, 3)
воз-зре-ние } <i>voz-zre-niye</i>	(5, 2)	по-глуб-же } <i>po-glub-zhe</i>	(5, 3)
вос-хва-ле-ние } <i>vos-khva-le-niye</i>	(5, 2, 2)	по-гля-ды-вать } <i>po-glya-dy-vat'</i>	(5, 2, 2)
вы-здо-ро-ветъ } <i>vy-zdo-ro-vel'</i>	(5, 2, 2)	по-да-вать-ся } <i>po-da-vat'-sya</i>	(5, 2, 7)
вы-со-ко-нрав-ство } <i>vy-so-ko-nrav-stvo</i>	(2, 2, 6, 3)	под-жи-да-ние } <i>pod-zhi-da-niye</i>	(5, 2, 2)
го-су-дар-ствен-ный } <i>go-su-dar-stven-nyy</i>	(2, 2, 3, 3)	пред-ва-ри-тель-ный } <i>pred-va-ri-tel'-nyy</i>	(5, 2, 2, 7)
до-школь-ное } <i>do-shkol'-noe</i>	(5, 7)	пре-ди-сло-вие } <i>pre-di-slo-viye</i>	(2, 5, 2)
зав-траш-ний } <i>zav-trash-niy</i>	(3, 3)	пре-до-хра-нять } <i>pre-do-khra-nyat'</i>	(2, 5, 2)
изъ-яс-не-ние } <i>iz'-yas-ne-niye</i>	(7, 3, 2)	при-вхо-дя-щий } <i>pri-vkho-dya-shchiy</i>	(5, 2, 2)
ис-сле-до-ва-тель-ский } <i>is-sle-do-va-tel'-skiy</i>	(5, 2, 2, 2, 7)	про-све-ще-ние } <i>pro-sve-shche-ni-ye</i>	(5, 2, 2)
Крон-штадт-ский } <i>Kron-shladt-skiy</i>	(8, 3)	про-те-стант-ство } <i>pro-te-stant-stvo</i>	(2, 2, 3)
на-всег-да } <i>na-vseg-da</i>	(5, 3)	про-хва-тить } <i>pro-khva-tit'</i>	(5, 2)
на-дви-га-ю-щий-ся } <i>na-dvi-ga-yu-shchiy-sya</i>	(5, 2, 4, 2, 7)	раз-вью-чи-вать } <i>raz-v'y-uchi-vat'</i>	(5, 2, 2)
над-вя-зать } <i>nad-vya-zat'</i>	(5, 2)	раз-мно-жать } <i>raz-mno-zhat'</i>	(5, 2)
не-сго-ра-е-мый } <i>ne-sgo-ra-e-myy</i>	(5, 2, 4, 2)	рас-ска-зы-вать } <i>ras-ska-zy-vat'</i>	(5, 2, 2)
неф-те-хра-ни-ли-ще } <i>nef-te-khra-ni-li-shche</i>	(3, 6, 2, 2, 2)	соб-ствен-ный } <i>sob-stven-nyy</i>	(3, 3)
ни-сколь-ко } <i>ni-skol'-ko</i>	(5, 7)	со-дей-ство-вать } <i>so-dey-stvo-vat'</i>	(5, 7, 2)
об-ло-же-ние } <i>ob-lo-zhe-niye</i>	(5, 2, 2)	со-е-ди-нён-ные } <i>so-ye-di-nen'-nyye</i>	(5, 2, 2, 3)
обо-зна-че-ние } <i>obo-zna-che-niye</i>	(5, 2, 2)	сол-неч-ный } <i>sol-nech-nyy</i>	(3, 3)
объ-яс-ни-тель-ный } <i>ob'-yas-ni-tel'-nyy</i>	(7, 3, 2, 7)	солн-це-сто-я-ние } <i>soln-tse-sto-ya-niye</i>	(3, 6, 4, 2)
од-но-звуч-ный } <i>od-no-zvuch-nyy</i>	(3, 6, 3)	удоб-ней-ше } <i>udob-ney-she</i>	(3, 7)

## Stress and diacritics

No simple set of rules for syllabic stress can be formulated. The only dependable guide is a native, or a dictionary in the case of basic forms and a grammar for their inflectional shiftings.

The only diacritics are the dieresis and the breve. These do not indicate stress but modification of sound. Note alphabet.

## Capitalization

Capitalization is practically as in English, except that proper adjectives, names of the months (except when abbreviated), and days of the week are lowercased.

## Punctuation

Punctuation is very similar to that of English, but the comma is used for restrictive as well as nonrestrictive clauses. The dash is used between a subject and a complement when there is no verb *is* or *are*, and sometimes before a clause where the equivalent of the conjunction *that* has been omitted. Dialog is usually shown by dashes rather than quotation marks. Cited material is enclosed in quotation marks, which are usually in the French form—« », though sometimes in the German form—„“, and rarely as in English.

## Abbreviations

Амер. Американский, American  
АХР Ассоциация Художников  
Революции, Association  
of Artists of the Revolution

ВКП(Б) Всесоюзная Коммунистическая  
Партия (Больше-  
виков), Communist (Bol-  
shevik) Party of the  
Soviet Union

вм. вместо, instead of  
ВОКС Всесоюзное Общество  
Культурной Связи с  
Заграницей, All-Union  
Society for Foreign Cul-  
tural Relations

ВЦИК Всероссийский Централь-  
ный Исполнительный  
Комитет, All-Russian  
Central Executive Com-  
mittee

г. город, city; год, year  
Г. Господин, Mr.  
Гжа Госпожа, Mrs., Miss  
гл. глава, chapter  
ж. д. железная дорога, railroad  
и мн. и многие другие, and many  
др. others  
и пр. и прочее, etc.  
и т. д. и так далее, etc.

и т. п. и тому подобное, and such  
like

км. километр, kilometer  
КП Коммунистическая Партия,  
Communist Party

м. метр, meter  
мм. миллиметр, millimeter  
м. п. место печати, place of seal,  
L. S.

на пр. на пример, for example  
н. ст. новый стиль, new style  
по Р. Х. по рождестве Христове, anno  
Domini

см. сантиметр, centimeter;  
смотри, see, cf.

СССР Союз Советских Социали-  
стических Республик,  
Union of Soviet Socialist  
Republics

с. ст. старый стиль, old style  
США Соединенные Штаты Аме-  
рики, United States of  
America

ст. статья, article  
стр. страница, page  
т. е. то есть, that is

ЦИК Центральный Исполнитель-  
ный Комитет, Central  
Executive Committee

ч. часть, part

## Cardinal numbers

один, одна, одно one  
т., f., n.  
два, две т. & n., f. two  
три three  
четыре four  
пять five  
шесть six  
семь seven  
восемь eight  
девять nine  
десять ten

одиннадцать eleven  
двенадцать twelve  
тринадцать thirteen  
четырнадцать fourteen  
пятнадцать fifteen  
шестнадцать sixteen  
семнадцать seventeen  
восемнадцать eighteen  
девятнадцать nineteen  
двадцать twenty  
двадцать один, etc. twenty-one, etc.

**Cardinal numbers—Continued**

тридцать	thirty	двести	two hundred
сорок	forty	триста, etc.	three hundred,
пятьдесят, etc.	fifty, etc.		etc.
девяносто	ninety	пятьсот, etc.	five hundred,
сто	hundred		etc.
сто один, etc.	one hundred	тысяча	thousand
	and one, etc.		

**Ordinal numbers <sup>2</sup>**

первый	first	шестнадцатый	sixteenth
второй	second	семнадцатый	seventeenth
третий	third	восемнадцатый	eighteenth
четвёртый	fourth	девятнадцатый	nineteenth
пятый	fifth	двадцатый	twentieth
шестой	sixth	двадцать первый	twenty-first
седьмой	seventh	сотый	hundredth
восьмой	eighth	сто первый, etc.	one hundred
девятый	ninth		and first, etc.
десятый	tenth	двухсотый	two hundredth
одиннадцатый	eleventh	трехсотый	three hundredth
двенадцатый	twelfth	четырехсотый	four hundredth
тринадцатый	thirteenth	пятисотый, etc.	five hundredth,
четырнадцатый	fourteenth		etc.
пятнадцатый	fifteenth	тысячный	thousandth

**Months**

январь (Янв.)	January	июль	July
февраль (Февр.)	February	август (Авг.)	August
март	March	сентябрь (Сент.)	September
апрель (Апр.)	April	октябрь (Окт.)	October
май	May	ноябрь	November
июнь	June	декабрь (Дек.)	December

**Days**

воскресенье	Sunday	четверг	Thursday
понедельник	Monday	пятница	Friday
вторник	Tuesday	суббота	Saturday
среда	Wednesday		

**Seasons**

весна	spring	осень	autumn
лето	summer	зима	winter

**Time**

час	hour	месяц	month
день	day	год	year
неделя	week		

**NOTE ON OLD SPELLING**

On October 10, 1918, the Council of People's Commissars decreed the introduction of a spelling reform that had been proposed many years before but never adopted. The spelling used from that time in all official publications, except those of the Academy of Sciences (Akademiya Nauk), was this new spelling. The academy adopted the new spelling in 1924. All Russian writing and printing, except for a few publications outside Russia, has been in the new spelling since the institution of the reform.

The old spelling, found in books printed before the dates mentioned, differed in the following ways:

<sup>2</sup> The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine, change **ый** to **ая**, **ий** to **ья**, **ой** to **оя**. For the neuter, change **ый** to **ое**, **ий** to **ье**, and **ой** to **ое**.



1. There were used the additional *i* (in the alphabet, after *и* and before *к*, as *й* was not considered a separate letter), *ѣ* (after *ѡ*), *ѐ* (after *я*), and *ѵ* (after *ѓ*).

2. *Ѥ* was used only before another vowel letter and in the word *мѣръ*, world. It is now replaced by *и* (*мѣръ* became *мир*).

3. *Ѣ* occurred in certain words and in some grammatical endings. It represented the same sound as *e* and is now replaced by *e* everywhere. In a few cases *ѣ* was pronounced like *ě*, and where *e* is now printed with dieresis (¨), the replacement of *ѣ* is, of course, *ě*.

4. *Ѧ* was used in words of Greek origin, for Greek *θ* (th). It was pronounced *f*, and is now replaced by *f*.

5. *Ѧ* was used in a few ecclesiastical words, for Greek *υ* (*u, y*). It was pronounced like *и*, and is replaced by that letter.

6. *Ѣ* was used at the end of all words after a consonant not followed by *ѡ*. In this position *ѡ* has simply been omitted since the reform. For some years after 1918, some publishers omitted *ѡ* altogether, using an apostrophe for it after prefixes, but the use of the apostrophe is now discouraged, and *ѡ* is used.

7. The prefixes *из, воз, вз, раз, низ, без, чрез, через* were written with final *з* everywhere, whereas now they are written *ис, вос, etc.*, before *к, п, с, т, х, ц, ч, ш, щ, ф*.

8. Some adjective endings in the genitive singular were written *-аго, -яго*; these were replaced by *-ого, -его*.

9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written *-ья, -ія*; these endings were replaced by *-ые, -ие*, which had formerly been used only for adjectives agreeing with masculine nouns.

10. The pronoun "they" in referring to the feminine gender was written *онѣ*; this was replaced by *они*, previously used only for masculine reference.

11. Similarly, *однѣ, однѣх, однѣми* were replaced by *одни, одних, одними*.

12. The genitive pronoun "her" was written *ея*; this was replaced by *еѣ*, formerly used only as accusative.

13. *Ѣ* was printed only in schoolbooks. Its use is now official everywhere.

REFERENCES.—R. I. Avanesov and V. N. Simonov, *Oчерк Grammatiki Russkogo Literaturnogo Yazyka* (1945); S. C. Boyanus, *A Manual of Russian Pronunciation* (1935); V. K. Müller, *Russian-English and English-Russian Dictionary* (1944).

## SPANISH

No hay que decir que la consideración que reclama el aspecto fonológico del lenguaje no viene a disminuir el interés del estudio fonético, indispensable, por su parte, para seguir la transformación de los vocablos, para conocer las tendencias que dominan en la evolución del idioma, para la comparación de los dialectos y para la determinación de las zonas y áreas de la geografía lingüística.—Tomás Navarro, *Fonología Española*, p. 10.

### Alphabet and pronunciation

A	a	<i>a</i> in watt; <i>ai</i> as in aisle
B	b	<i>b</i> , at beginning of words and after <i>m</i> ; more like <i>v</i> everywhere else
C	c	<i>c</i> in car, before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> , <i>i</i> pronounced as <i>s</i> in so, in Latin America; as <i>th</i> in thin, in Spain
Ch	ch	<i>ch</i> in chart
D	d	<i>d</i> , at beginning of words and after <i>n</i> and <i>l</i> ; everywhere else more like <i>th</i> in they
E	e	<i>e</i> in met; <i>ei</i> as in vein
F	f	<i>f</i>
G	g	<i>g</i> in go, before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; like strong <i>h</i> before <i>e</i> and <i>i</i> ; <i>gu</i> like <i>gw</i> before <i>a</i> , <i>o</i> ; like <i>g</i> in go, before <i>e</i> , <i>i</i> ; <i>gü</i> like <i>gw</i> before <i>e</i> , <i>i</i>
H	h	not pronounced
I	i	<i>i</i> in machine; <i>y</i> in yet, before and after vowels
J	j	<i>h</i> , but with more friction (same as <i>g</i> before <i>e</i> , <i>i</i> )
K	k	<i>k</i> ; only in foreign words
L	l	<i>l</i> in lily
LL	ll	<i>y</i> in yet, in most of Latin America; <i>lli</i> in million, in Spain, Colombia, and Ecuador
M	m	<i>m</i>
N	n	<i>n</i> ; <i>nv</i> like <i>mb</i> in lumber
Ñ	ñ	<i>ny</i> in canyon
O	o	<i>o</i> in coat; <i>oi</i> as in oil
P	p	<i>p</i>
Q	q	always followed by silent <i>u</i> , <i>qu</i> being pronounced <i>k</i>
R	r	<i>r</i> , like tongue-tap <i>r</i> in British pronunciation of very
Rr	rr	<i>r</i> trilled, as in Scotch English or Italian
S	s	<i>s</i> in so, before most consonants and between vowels; <i>z</i> in zeal, before voiced consonants ( <i>b</i> , <i>d</i> , <i>g</i> , <i>l</i> , <i>m</i> , <i>n</i> , <i>r</i> , <i>y</i> )
T	t	<i>t</i>
U	u	<i>u</i> in rule (=oo as in coo); <i>w</i> in wet, before vowels; silent in <i>gue</i> , <i>gui</i> , <i>qu</i>
V	v	<i>b</i> at beginning of words; more like <i>v</i> everywhere else
W	w	<i>w</i> , <i>v</i> ; only in foreign words

X	x	<i>x</i> in <i>ax</i> (= <i>ks</i> ), between vowels; <i>s</i> before consonants; <i>h</i> in the word <i>México</i> and its derivatives; sometimes <i>sh</i> in Latin America
Y	y	<i>y</i> in <i>yet</i> , initially and between vowels; <i>ay</i> as <i>ai</i> in <i>aisle</i> ; <i>ey</i> as in <i>they</i> ; <i>oy</i> as in <i>boy</i>
Z	z	<i>s</i> in <i>so</i> , in Latin America; <i>th</i> in <i>thin</i> , in Spain

### Special characters

Spanish uses the Latin alphabet with the addition of the characters *Ñ ñ*. Note that *ch*, *ll*, and *rr* are regarded as separate units; i. e., words beginning with *ch* will be entered in the dictionary after words beginning with *cz*, not between the groups of words beginning with *ce* and *ci*. The acute accent appears very frequently over one of the vowel letters in a word. The dieresis appears occasionally over *u* following *g*; its occurrence elsewhere is so rare as to be negligible.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and sometimes *y*. The other letters are consonants. The letter *y* is a consonant at the beginning of a word (before a vowel) and between two vowels.

### Combinations of vowel letters (diphthongs and triphthongs)

The vowel *i* or *u* preceding *a*, *e*, *i*, *o*, *u*, or following *a*, *e*, *o*, is pronounced as a single syllable with the preceding or following vowel; if the diphthong occurs in a syllable which needs an accent mark (see Stress and diacritics), the acute accent is placed over the vowel other than *i* or *u*. The diphthongs are:

<i>ai</i>	<i>ei</i>	<i>oi</i>		<i>ái</i>	<i>éi</i>	<i>ói</i>	
<i>au</i>	<i>eu</i>	<i>ou</i>		<i>áu</i>	<i>éu</i>	<i>óu</i>	
<i>ia</i>	<i>ie</i>	<i>io</i>	<i>iu</i>	<i>íá</i>	<i>íe</i>	<i>ío</i>	<i>íu</i>
<i>ua</i>	<i>ue</i>	<i>uo</i>	<i>ui</i>	<i>uá</i>	<i>ué</i>	<i>uó</i>	<i>uí</i>

At the end of a word and in one-syllable words, *ay*, *ey*, *oy* replace the diphthongs ending in *i*.

Sequences of vowel letters which are not diphthongs, and which may be divided, are those in which *i* or *u* precedes or follows another vowel: *ai*, *ei*, *oi*, *au*, *eu*, *ou*, *ia*, *ie*, *io*, *iu*, *úa*, *úe*, *úo*, *úi*.

Spanish also has triphthongs. A triphthong is a combination of three vowels, the middle one of which is stressed, the others unstressed; the combination is pronounced as a single syllable. The triphthongs are:

<i>iai</i>	<i>iei</i>	<i>ioi</i>	<i>iui</i>	<i>uai</i>	<i>uei</i>	<i>uoi</i>	
<i>iaú</i>	<i>ieu</i>	<i>iou</i>		<i>uaú</i>	<i>ueu</i>	<i>uou</i>	<i>uiú</i>

If the *i* or *u* at the beginning or the end of a sequence of three vowel letters has an acute accent, it is not part of a triphthong, and division may be made accordingly; e. g., *i-ai*, *ua-ú*, *ú-oi*.

### Combinations of consonant letters (digraphs)

The digraphs are *ch*, *ll*, and *rr*; *sh* is also used in some parts of Latin America, with the same sound as in shoe.

### Consonantal units

In Spanish certain consonants followed by *l* or *r* are pronounced in the same syllable with the following vowel. These consonant groups are: *bl*, *br*; *cl*, *cr*; *dr*; *fl*, *fr*; *gl*, *gr*; *pl*, *pr*; *tr*.

### Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ca-sa*, *bue-no*, *re-yes*, *mu-cho*, *po-llo*, *co-rrer*, *ha-blar*, *li-bro*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *ac-ta*, *ac-ción*, *ist-mo*, *mar-cha*, *cen-tro*.

4. Division may be made between vowels not constituting a diphthong or triphthong or between a diphthong and another vowel: *ca-er*, *le-er*, *ba-úl*, *flú-ido*, *temi-ais*.



5. Certain adverbial prefixes are kept intact. These are: *anti*, *bis*, *circum*, *cis*, *des*, *inter*, *mal*, *pan*, *sub*, *super*, *trans*, and *tras*: *anti-artístico*, *bis-anuo* (never *bi-sanuo*), *circum-ambiente* (never *circu-mambiente*), *des-unión* (never *de-sunión*). Other prefixes are also divisible from the stem, provided the division conforms to rules 2 to 4: *contra-parte* (rule 2), *ab-negación* (rule 3), *ex-traer* (rule 3), *co-existir* (rule 4). Otherwise division on prefixes should be avoided, except in cases of exigency, such as very narrow measure: *ab-usar* (better *abu-sar*), *re-unir* (better *reu-nir*), *ex-ánime* (better *exá-nime*), *in-afectado* (better *ina-fectado*), *co-incidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *con-tstitución*), *pers-pectivo* (never *per-spectivo*), *subs-tancia* (never *sub-stancia*).<sup>1</sup>

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *estado-unidense* (rather than *estadou-nidense*), *bien-estar*. (There are not many compound words in Spanish the correct division of which does not coincide with rules 1 to 5.)

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington*, *Groen-landia* (never *Gro-enlandia*), *Gegen-stand*, *Frei-schütz*, *Ingol-stadt*, *Ste-phenson*. Scientific and technical words derived from Latin and Greek are treated as naturalized Spanish words and are divided according to rules 1 to 6: *diag-nóstico*, *hemis-ferio*, *anas-tomosis*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Amé-ri-ca	(2, 2)	in-clu-yen-do	(3, 2, 3)
anas-to-mo-sis	(3, 2, 2)	in-ter-a-me-ri-ca-no	(3, 5, 2, 2, 2, 2)
an-te-o-jos	(3, 6, 2)	in-te-re-ses	(3, 2, 2)
an-ti-es-pas-mó-di-co	(3, 5, 3, 3, 2, 2)	in-te-rro-ga-ción	(3, 2, 2, 2)
an-ti-psó-ri-co	(3, 5, 2, 2)	íst-mi-co	(3, 2)
apro-xi-ma-ción	(2, 2, 2)	lla-me-an-te	(2, 4, 3)
au-to-ex-ci-tan-te	(2, 4, 3, 2, 3)	lu-ga-ri-llo	(2, 2, 2)
au-xi-liar	(2, 2)	ma-la-men-te	(2, 2, 3)
ba-le-á-ri-co	(2, 4, 2, 2)	mal-in-ten-cio-na-do	(5, 3, 3, 2, 2)
bis-a-nuo	(5, 2)	ma-yo-ría	(2, 2)
bri-llan-te	(2, 3)	me-tró-po-li	(2, 2, 2)
cas-te-lla-no	(3, 2, 2)	me-xi-ca-no	(2, 2, 2)
chan-chu-lle-ro	(3, 2, 2)	mid-ship-man	(7, 3)
cir-cum-am-bien-te	(3, 5, 3, 3)	mi-llo-na-rio	(2, 2, 2)
cir-cun-stan-cia	(3, 3, 3)	mi-nis-tro	(2, 3)
cis-al-pi-no	(5, 3, 2)	mo-nos-per-mas	(2, 3, 3)
co-ne-xión	(2, 2)	ne-o-im-pre-sio-nis-mo	(4, 7, 3, 2, 2, 3)
con-se-cuen-cia	(3, 2, 3)	ne-o-yor-qui-no	(4, 2, 3, 2)
cons-ti-tu-cio-nal	(3, 2, 2, 2)	nos-o-tros	(6, 2)
cons-truc-ción	(3, 3)	obs-truir-se	(3, 3)
co-rres-pon-den-cia	(2, 3, 3, 3)	pa-í-ses	(4, 2)
cre-í-an	(4, 4)	pan-a-me-ri-ca-nis-mo	(5, 2, 2, 2, 2, 3)
cre-yen-do	(2, 3)	pa-ra-gua-ya-no	(2, 2, 2, 2)
cual-que-ra	(6, 2)	pe-re-gri-no	(2, 2, 2)
des-a-rro-llar-se	(5, 2, 2, 3)	pe-río-di-co	(2, 2, 2)
des-em-ba-rrar	(5, 3, 2)	pe-rí-o-do	(2, 4, 2)
de-se-o-so	(2, 4, 2)	pe-ris-có-pi-co	(2, 3, 2, 2)
des-u-nir	(5, 2)	post-is-lá-mi-co	(7, 3, 2, 2)
diag-nós-ti-co	(3, 3, 2)	pro-rro-gar	(2, 2)
elip-soi-dal	(3, 2)	pú-bli-co	(2, 2)
en-te-rrar	(3, 2)	re-pú-bli-ca	(2, 2, 2)
es-o-tro	(6, 2)	san-güe-sa	(3, 2)
es-pa-ño-les	(3, 2, 2)	si-guien-tes	(2, 3)
Es-ta-do-uni-den-se	(3, 2, 6, 2, 3)	sub-al-ter-nar	(5, 3, 3)
exac-ta-men-te	(3, 2, 3)	su-per-e-mi-nen-te	(2, 5, 2, 2, 3)
exa-mi-nar	(2, 2)	trans-al-pi-no	(5, 3, 2)
exe-quá-tur	(2, 2)	tras-an-te-a-yer	(5, 3, 6, 2)
ex-hi-bi-ción	(3, 2, 2)	vos-o-tros	(6, 2)
fre-cuen-te-men-te	(2, 3, 2, 3)	Wal-len-stein	(7, 7)
ge-o-grá-fi-co	(4, 2, 2, 2)	Wash-ing-ton	(7, 3)
he-mis-fé-ri-co	(2, 3, 2, 2)	Welt-an-schau-ung	(7, 7, 4)
ina-pli-ca-ble	(2, 2, 2)		

<sup>1</sup> This rule of the *s* is rigidly adhered to, because no Spanish word and hence no syllable can begin with a group of consonants the first of which is *s*.

## Stress and diacritics

The tilde, the dieresis, and the acute accent are the diacritical marks used in Spanish. The tilde is used only over the *n*, and *ñ* is a special character representing a separate phoneme, the palatal *n*. The use of the dieresis is related to the spelling of the *k*, *kw*, *g*, and *gw* sounds before the various vowels, as follows:

	a	o	u	e	i
(k)	ca	co	cu	que	qui
(kw)	cua	cuo		cüe	cüi
(g)	ga	go	gu	gue	gui
(gw)	gua	guo		güe	güi

The acute accent is used over a vowel to indicate that it is stressed; it is also used to distinguish homonyms. If there is no accent mark, a word ending in a consonant (including *y*, except *n* and *s*) is stressed on the last syllable; a word ending in a vowel, *n*, or *s* is stressed on the next-to-last syllable. Specifically, the acute accent is used as follows:

1. To indicate that the vowel is stressed.
2. To indicate vowels not forming a diphthong. (See Diphthongs.)
3. To distinguish words of the same spelling but of different meanings: *aún*, still, yet, *aun*, even; *dé*, give, *de*, of; *él*, he, him, *el*, the (but *el que*, *el cual*, he who, him who); *há*, ago, *ha*, has; *hé*, behold, *he*, I have; *mí*, me, *mi*, my; *más*, more, *mas*, but; *sé*, I know, be thou, *se*, oneself; *sí*, yes, oneself, *si*, if; *sólo*, only, *solo*, alone, single; *té*, tea, *te*, thee; *tú*, thou, *tu*, thy; *vé*, go, *ve*, sees.
4. To distinguish interrogative or exclamatory use from relative or declarative: *adónde*, where? *adonde*, where; *cómo*, how? *como*, as; *cuán*, how! *cuan*, how; *cuándo*, when? *quando*, when; *cuánto*, how much? *cuanto*, as much; *cuyo*, whose? *cuyo*, whose; *dónde*, where? *donde*, where; *qué*, what? *que*, which; *quién*, who(m)? *quien*, who(m).
5. To distinguish pronouns from adjectives: *éste*, this one, *este*, this; *ése*, that one, *ese*, that; *aquél*, that one yonder, *aquel*, that.
6. Arbitrarily on monosyllabic aorists: *dí*, I gave; *fuí*, I was; *fué*, he was; *rió*, he laughed; *ví*, I saw; *vió*, he saw.
7. To avoid confusing the word *o* (or) with the zero: *2 ó 3*, but *dos o tres*, two or three.

## Capitalization

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lowercased, as *las mujeres colombianas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lowercased, as: *Cuando viene la noche, ¿cómo se puede ver?*

Note the following forms of capitalization: *El señor Enrique Palava*; *el señor don Enrique Palava*.

Days of the week and months begin with a lowercase letter.

In titles of books, only the initial and proper nouns are capitalized: *Historia crítica de España y de la cultura española*.

## Punctuation and hyphenation

Punctuation is practically the same as in English; and, in addition, inverted interrogation and exclamation marks are used at the exact beginning of the question or exclamation.

*Si es así, ¿qué he de hacer? Pero, ¡ay de mí! no es posible.*

Quotation marks begin the first paragraph of a dialog. The succeeding paragraphs sometimes start with em dashes instead of quotation marks, and the latter are not used until the dialog ends:

“¿Es así, señor?

—Sí; es verdad.

—¿Cómo se puede averiguarlo?

No sé; pero es la verdad.”

The hyphen, as a rule, is used only in syllabification. The apostrophe is not employed.

## Abbreviations

A.	autor, author	pág.	página, page
AA.	autores, authors	pár.	párrafo, paragraph
art.	artículo, article	P. R.	Puerto Rico
B.	beato, blessed	Q. E. P. D.	que en paz descanse, deceased
B. S. M.	beso sus manos, with great respect ( <i>lit.</i> I kiss your hands)	R. A.	República Argentina, Argentine Republic
C. A.	Centroamérica, Central America	S. A.	Sociedad Anónima, stock company; Su Alteza, His Highness; Sudamérica, South America
cap.	capítulo, chapter	S. Atto. S. S.,	su atento y seguro servidor, your obedient and faithful servant
Cía.	compañía, company	S. A. S. S.	
c/l.	curso legal, legal procedure	S. E.	Su Excelencia, His Excellency
C. M. B.	cuyas manos beso, very respectfully ( <i>lit.</i> whose hands I kiss)	sec.	sección, section
D.	don, Mr.	S. E. u O.	salvo error u omisión, error or omission excepted
D. F.	Distrito Federal, Federal District	S. M.	Su Majestad, His Majesty
Dña.	doña, Mrs.	Sr.	señor, sir; also Lord
Dr.	doctor, doctor	Sra.	señora, lady
Dra.	doctora, doctress	Sres.	señores, sirs
EE. UU.,	Estados Unidos, United States	Srio.	secretario, secretary
E. U. A.	Estados Unidos de América, United States of America	Srita., Srta.	señorita, young lady, Miss
Gral.	general, general	S. S.	Su Señoría, His Lordship
hh.	hojas, leaves	Sto.	santo, saint
Hnos.	hermanos, brothers	t.	tomo, volume
ib.	ibídem, in the same place	tip.	tipografía, printing office
íd.	ídem, the same	Ud., V., Vd.	usted, you (singular)
Ilmo.	Ilustrísimo, Very Illustrious	Uds., VV.	ustedes, you (plural)
Lic., Lcdo.	licenciado, licensed	V.	véase, see
L. S.	lugar del sello, place of the seal	V. A.	Vuestra Alteza, Your Highness
Méx.	México, Mexico	V. E.	Vuestra Excelencia, Your Excellency
m/n.	moneda nacional, national currency	V. M.	Vuestra Majestad, Your Majesty
n. a.	nota del autor, author's note	Vm.	Vuestra Merced, Your Worship
No., N <sup>o</sup> , núm.	número, number	&	y, and
N. Y.	Nueva York, New York		

## Cardinal numbers

uno, una	one	veinte y dos, veintidós, etc.	twenty-two, etc.
dos	two	treinta	thirty
tres	three	cuarenta	forty
cuatro	four	cincuenta	fifty
cinco	five	sesenta	sixty
seis	six	setenta	seventy
siete	seven	ochenta	eighty
ocho	eight	noventa	ninety
nueve	nine	ciento, cien	hundred
diez	ten	ciento y uno, etc.	one hundred and one, etc.
once	eleven	doscientos, -as, etc.	two hundred, etc.
doce	twelve	quinientos, -as	five hundred
trece	thirteen	seiscientos, -as	six hundred
catorce	fourteen	setecientos, -as	seven hundred
quince	fifteen	ochocientos, -as	eight hundred
diez y seis, dieciséis	sixteen	novocientos, -as	nine hundred
diez y siete, diecisiete, etc.	seventeen, etc.	mil	thousand
veinte	twenty		
veinte y uno (veintiuno)	twenty-one		



Round millions preceding units of quantity are followed by the preposition *de*: *tres millones de pesos*, *3,000,000 de pesos*.

**Ordinal numbers**

prim(er)o, -a (1°)	first	cuadragésimo	fortieth
segundo, -a (2°)	second	quincuagésimo	fiftieth
tercero, tercer	third	sexagésimo	sixtieth
cuarto	fourth	septuagésimo	seventieth
quinto	fifth	octogésimo	eightieth
sexto, sexto	sixth	nonagésimo	ninetieth
sé(p)timo	seventh	centésimo	hundredth
octavo	eighth	centésimo primo,	one hundred and
noveno, nono	ninth	etc.	first, etc.
décimo	tenth	ducentésimo	two hundredth
undécimo	eleventh	trecentésimo	three hundredth
duodécimo	twelfth	cuadragésimo	four hundredth
décimotercio	thirteenth	quingentésimo	five hundredth
décimocuarto, etc.	fourteenth, etc.	sexcentésimo	six hundredth
vigésimo	twentieth	septingentésimo	seven hundredth
vigésimo primero,	twenty-first, etc.	octogentésimo	eight hundredth
etc.		nonagésimo	nine hundredth
trigésimo	thirtieth	milésimo	thousandth

**Months**

enero (eno.)	January	julio (jul.)	July
febrero (fbro.)	February	agosto (agto.)	August
marzo (mzo.)	March	se(p)tiembre (sbre.)	September
abril (ab.)	April	octubre (obre.)	October
mayo	May	noviembre (nbre.)	November
junio (jun.)	June	diciembre (dbre.)	December

**Days**

domingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

**Seasons**

primavera	spring	otoño	autumn
verano	summer	invierno	winter

**Time**

hora	hour	mes	month
día	day	año	year
semana	week		

REFERENCES.—Real Academia Española, *Gramática de la Lengua Castellana* (1931); Arturo Cuyás, *Appleton's New Spanish-English and English-Spanish Dictionary* (1940); Tomás Navarro, *Fonología Española* (1949).

## SWEDISH

Då nu en ny upplaga av denna bok skall ges ut, har jag begagnat tillfället att göra några smärre rättelser och förtydliganden—större ändringar i texten ha även om de i vissa fall syntts önskvärda av praktiska skäl icke kunnat sättas i fråga.—Erik Ludvig Wellander, Riktig Svenska (1941), p. xvi.

### Alphabet and pronunciation

A	a	<i>a</i> in father	M	m	<i>m</i>
B	b	<i>b</i>	N	n	<i>n</i>
C	c	<i>s</i> in sent, before <i>e</i> , <i>i</i> , <i>y</i> ; elsewhere <i>k</i>	O	o	<i>o</i> in often; <i>oo</i> in goose
D	d	<i>d</i> ; silent before <i>j</i>	P	p	<i>p</i>
E	e	<i>e</i> in felt, prey	Q	q	<i>q</i>
F	f	<i>f</i> <sup>1</sup>	R	r	<i>r</i> trilled
G	g	<i>y</i> in yet, before stressed <i>e</i> , <i>i</i> , <i>y</i> , <i>ä</i> , <i>ö</i> , and after <i>l</i> and <i>r</i> in the same syllable; otherwise <i>g</i> in go, but silent before <i>j</i>	S	s	<i>s</i> ; never <i>z</i>
			T	t	<i>t</i> <sup>2</sup>
H	h	<i>h</i> ; silent before <i>j</i> and <i>v</i>	U	u	<i>u</i> in fuse; also roughly equivalent to unstressed <i>ue</i> in value
I	i	<i>i</i> in sit; <i>ee</i> in tree	V	v	<i>v</i>
J	j	<i>y</i> in yet; in some foreign words pronounced <i>sh</i>	W	w	<i>v</i>
K	k	<i>k</i> ; approximately <i>ch</i> in chair, before stressed <i>i</i> , <i>e</i> , <i>y</i> , <i>ä</i> , <i>ö</i> ; a few exceptions in loan-words	X	x	<i>x</i>
L	l	<i>l</i> ; silent before <i>j</i>	Y	y	like German <i>ü</i> or French <i>u</i>
			Z	z	<i>s</i> ; never <i>z</i>
			Å	å <sup>3</sup>	<i>o</i> in go; <i>aw</i> in saw <i>å</i>
			Ä	ä	like <i>e</i> in felt; <i>a</i> in glaze
			Ö	ö	like German <i>ö</i> or French <i>eu</i>

<sup>1</sup> In the orthography employed prior to 1906, the *v* sound was represented in absolutely final position by *f*; medially by *fv*. Since 1906, *v* has represented *f* and *fv*, except in some proper names.

<sup>2</sup> In words of Latin origin, the combination *ti* in the suffix *tion* is pronounced as in English if preceded by any consonant except *r* (*aktion*, pronounced *akshon*), otherwise like *ch* in chair (*nation*, pronounced *nachon*; *portion*, pronounced *porchon*); in the combinations *tia* and *tie* like *ts* (*profetia*, pronounced *profetsia*; *aktie*, pronounced *aktsie*).

<sup>3</sup> In typesetting, if the character *å* is not available, it is replaced by *aa*.

### Special characters

Swedish uses the Latin alphabet with the addition of three special characters—the last three in the alphabet.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *ä*, *ö*, and *ö*; the so-called back vowels being *a*, *o*, *u*, and *ä*; the front vowels *e*, *i*, *y*, *ä*, and *ö*. The other letters of the alphabet are all consonants.

### Diphthongs

The diphthongs in Swedish are *au*, pronounced like *ou* in house; *eu*, pronounced somewhat like *e(ph)ew* in nephew; *oj* as in boy; *aj*, pronounced like *igh* in high.

## Digraphs

The digraphs and their sounds are:

*ch* as *k*  
*kj* as *ch* in chair  
*ph* as *f* (in foreign words)  
*sch* as *sh* in shall  
*sj* as *sh* in shall  
*sk* as *sh* in shall (it is not a digraph  
 if pronounced like *sk* in basket) <sup>1</sup>

*skj* as *sh* in shall  
*stj* as *sh* in shall  
*th* as *t* (in foreign words)  
*qu* as *kv*

## Nasals

The combination *ng* is pronounced like *ng* in sing-er (not fin-ger) and is termed a nasal: *ingen* (pronounced *ing-en*), *hängar* (pronounced *häng-ar*), *engelsk* (pronounced *eng-elsk*), *finger* (pronounced *fin-ger*). The velar nasal *ng* must be distinguished, however, from the incidental collocation of the two letters resulting from compounding or affixing, in which case the *ng* is not a nasal: *angelägen* (from *an* plus *gelägen*), *ingripa* (from *in* plus *gripa*); nor is *ng* a velar nasal in words of foreign origin, such as *singular*, *evangelium*.

The letter *g* is also a velar nasal when it follows a short vowel and precedes the letter *n*: *lugn* (pronounced *lung'n*), *lugna* (pronounced *lung'na*), *vagnar* (pronounced *vang'nar*), *ugnar* (pronounced *ung'nar*).

## Consonantal units

The combinations *kv* (the substitute for the Romance language *qu*), *sk*, *sp*, *st*, and *str* are treated for purposes of syllabification as units.

## Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ta-la*, *re-gel*, *hu-set*, *ma-skin*, *pa-scha*, *be-kväm*, *reu-matisk*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-la*, *myc-ket*, *häs-sja*, *al-strä*, *hög-ste*, *fladd-ra*, *kan-ske*, *mar-schera*, *forsk-ning*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *se-ende*, *gå-ende*.
5. Certain adverbial prefixes are kept intact. These are: *an*, *av*, *bak*, *be*, *bi*, *bort*, *efter*, *en*, *ent*, *er*, *fort*, *fram*, *från*, *för*, *före*, *gen*, *genom*, *hop*, *in*, *med*, *miss*, *mot*, *ned*, *o*, *om*, *på*, *samman*, *sönder*, *till*, *under*, *upp*, *ur*, *ut*, *ute*, *veder*, *vid*, *åt*, *åter*, and *över*: *an-draga*, *av-tryck*, *bak-slag*, *be-kläda*, etc.
6. Certain suffixes are kept intact. These are: *aktig*, *artad*, *het*, *ska*, *skap(s)*, and *ske*: *del-aktig*, *ull-artad*, *envis-het*, *amerikan-ska*, *grann-skap*, *hand-ske*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *där-emot*, *dess-utom*, *bank-aktie*, *blom-stjälk*, *bok-tryck*. The compounding *s*, if used, is kept with the preceding component: *dags-ljus*, *gevärs-exercis*, *guds-man*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *por-trätt*, *atmo-sfär*, *manu-skript*. Under this rule are also included technical and scientific words, which editors prefer to treat etymologically: *tele-skop*, *dia-fragma*, *des-infektion*.
9. The letter *x* and the nasal *ng* are properly kept with the preceding syllable: *byx-or*, *lax-en*, *gung-an*, *konung-en*.<sup>2</sup>
10. When division is made on a syllable from which a letter was elided, the letter is restored to render the syllable integral: *till-lika* (from *tillika*). It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

<sup>1</sup> The letters *sk* are a digraph and pronounced soft, like *sh*, when they occur before a soft vowel in a stressed syllable: *skära* (pronounced *sha'ra*), *skynda* (pronounced *shin'da*), *maskin* (pronounced *mashin'*); otherwise they are pronounced hard, like the English *sk* (*skada*, *skriva*, *fisk*, *rusk*, *handske*, *fisket*, *ruskig*).

There are a few exceptions. Contrary to the rule, *sk* is soft in *människa* (pronounced *männi-sha*), *marskalk* (pronounced *marshalk*), *kanske* (pronounced *kanshe*). On the other hand, *sk* is hard, contrary to the rule, in *skiss*, *konfiskera*, *riskera*, *skelett*, *skeptisk*, and in a few other words of foreign origin.

<sup>2</sup> The practice varies, however, and many editors allow *x* to be brought over to the next syllable and *ng* to be divided, according to the convenience of the compositor; hence: *by-x-or*, *la-x-en*, *gun-gan*, *konun-gen* (cf. Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader*, 1938, p. 3, Syllabification).



*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ska	(2, 2, 6)	kor-re-spon-dent	(3, 8, 3)
an-slags-frå-ga	(5, 7, 2)	ma-je-stå-ter	(2, 2, 2)
at-mo-sfär	(3, 8)	ma-nu-skript	(2, 8)
av-prov-ning	(5, 3)	med-ar-be-ter-ska	(5, 3, 2, 6)
bak-grun-der	(5, 3)	me-del-ål-der	(2, 7, 3)
be-grep-pet	(5, 3)	miss-hand-ling	(5, 3)
bel-le-tri-stisk	(3, 8, 2)	mot-stå-en-de	(5, 4, 3)
bi-bli-o-tek	(8, 4, 2)	ned-tryckt-het	(5, 6)
bi-dra-gan-de	(5, 2, 3)	o-be-kväm-lig <sup>3</sup>	(5, 2, 3)
blom-nings-tid	(3, 7)	o-möj-lig <sup>3</sup>	(5, 3)
bort-slu-ta	(5, 2)	om-stjäl-p-ning	(5, 3)
bo-stå-der-na	(2, 2, 3)	på-se-en-de	(5, 4, 3)
des-in-fek-tion	(8, 3, 3)	sam-man-svärj-ning	(3, 5, 3)
ef-ter-skri-va	(3, 5, 2)	sta-ter-na	(2, 3)
en-skild-het	(7, 6)	sön-der-skju-ten	(3, 5, 2)
ent-le-di-ga	(5, 2, 2)	till-freds-stäl-lel-se	(5, 7, 3, 3)
en-trä-gen-het	(5, 2, 6)	un-der-hålls-kost-nad	(3, 5, 7, 3)
er-bju-dan-de	(5, 2, 3)	upp-hjäl-pan-de	(5, 3, 3)
ex-er-cis	(8, 3)	upp-rätt-håll-la-re	(5, 7, 3, 2)
fort-skri-da	(5, 2)	ur-sprung-lig-het	(5, 3, 6)
fram-al-stra	(5, 3)	ut-ar-ren-de-ra	(5, 3, 3, 2)
främ-jan-de	(3, 3)	ute-slut-ning	(5, 3)
från-trä-da	(5, 2)	ve-ten-skaps-man	(2, 6, 7)
för-en-ta	(5, 3)	vid-stå-en-de	(5, 4, 3)
fö-re-språ-ker-ska	(2, 5, 2, 6)	åter-av-trä-da	(5, 5, 2)
gen-klan-gen	(5, 3)	åt-skil-jan-de	(5, 3, 3)
ge-nom-ar-be-ta	(2, 5, 3, 2)	än-del-se	(3, 3)
ge-o-gra-fi-ska	(4, 8, 2, 6)	änd-sta-tio-nen	(7, 2, 2)
hi-sto-ria	(2, 2)	önsk-nin-gar	(3, 3)
hop-spa-ra	(5, 2)	öst-eu-ro-pe-isk	(7, 2, 2, 4)
in-bjud-ning	(5, 3)	över-ar-bet-ning	(5, 3, 3)
kom-pan-jo-ner	(3, 3, 2)	över-tax-e-ra	(5, 9, 2)

**Diacritics and stress**

With the exception of *ä*, *å*, and *ö*, diacritics are used only in foreign loan-words (*résumé*) and in certain proper names (*Tegnér*).

Syllabic stress falls on the root syllable in all simple native words and on the main, usually the first, component of compound words.

**Capitalization**

Capitalization is similar to that in English, except that proper adjectives, days of the week, months, and holidays are lowercased. In compound names, only the first word is usually capitalized (*Förenta staterna*, United States; *Karl den store*, Charles the Great), and the second-person pronouns *Ni*, *Eder*, *Er* are capitalized in correspondence.

**Punctuation**

The rules of punctuation are essentially the same as in English, although Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely. The apostrophe is not used to indicate possession, except in foreign names and those terminating in the letter *s*: *Shakespeare's dramer* (Shakespeare's dramas), *Valerius' visor* (the ballads of Valerius).

**Abbreviations**

Where the last letter of the abbreviation is the last letter of the complete word, the period is not used.

a.-b.	aktiebolag, joint-stock com-pany	b., bd	band, volume, volumes
adr.	adress, address, c/o	bl. a.	bland annat, bland andra, among other things, or among others
ang.	angående, concerning	d.	död, dead
anm.	anmärkning, remark, ob-servation	d:o	dito, ditto

<sup>3</sup> The division on the prefix *o-* (meaning *un-* or *non-*) should be avoided except in very narrow measure to avoid bad spacing.

Abbreviations—Continued

dr, d:r	doktor, doctor
d. v. s.	det vill säga, that is, that is to say
d. y.	den yngre, junior
d. ä.	den äldre, senior; det är, that is
ell.	eller, or
e. m.	eftermiddagen, afternoon, p. m.
etc.	et cetera, and so forth
ex.	exempel, example (illustration), e. g.
f.	född, born
f. d.	för detta, before this, formerly
f. m.	förmiddagen, before noon, a. m.
frk.	fröken, Miss
f. ö.	för övrigt, besides
förf.	författare, author; författarinna, authoress
H. M.	Hans Majestät, His Majesty
hr	herr, Sir, Mr.
i st. f.	i stället för, in place of
jfr	jämför, compare, cf.
kap.	kapitel, chapter
kl.	klockan, o'clock

kr.	krona, crown; kronor, crowns (coin)
kungl.	kunglig, royal
m. a. o.	med andra ord, in other words
m. fl.	med flera, with others, and others
m. m.	med mera, etc., and so forth
n. b.	nota bene, mark (notice) well
nr, n:o	nummer, numro, number
näml.	nämligen, namely, viz, to wit
obs.	observera, observe
o. d.	och dylikt (dylika), and the like
o. s. a.	om svar anhålles, an answer is requested
o. s. v.	och så vidare, and so forth
p. s.	postskriptum, postscript
red.	redaktör, editor
s., sid.	sida, page; sidor, pages
s. d.	samma dag, the same day
s. k.	så kallad, so called
t. ex.	till exempel, for instance
t. o. m.	till och med, even
und.	undantag, exception

Cardinal numbers

en, ett	one
två	two
tre	three
fyra	four
fem	five
sex	six
sju	seven
åtta	eight
nio	nine
tio	ten
elva	eleven
tolv	twelve
tretton	thirteen
fjorton	fourteen
femton	fifteen
sexton	sixteen
sjutton	seventeen

aderton	eighteen
nitton	nineteen
tjugu (tjugo)	twenty
tjuguen (tjuguet)	twenty-one
tjugutvå, etc.	twenty-two, etc.
tretti(o)	thirty
fyrtio	forty
femtio	fifty
sextio	sixty
sjuttio	seventy
åttio	eighty
nittio	ninety
hundra	hundred
hundra ett, etc.	one hundred and one, etc.
två hundra, etc.	two hundred, etc.
tusen	thousand

Ordinal numbers

(den) förste (-a)	first
andre (-a)	second
tredje	third
fjärde	fourth
femte	fifth
sjätte	sixth
sjunde	seventh
åttonde	eighth
nionde	ninth
tionde	tenth
elfte (elvte)	eleventh
tolfte (tolvte)	twelfth
trettonde	thirteenth
fjortonde	fourteenth
femtonde	fifteenth
sextonde	sixteenth
sjuttonde	seventeenth
adertonde	eighteenth

nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettionde	thirtieth
fyrtionde	fortieth
femtionde	fiftieth
sextionde	sixtieth
sjuttionde	seventieth
åttionde	eightieth
nittionde	ninetieth
hundra	hundredth
hundra första	one hundred and first, etc.
två hundra, etc.	two hundredth
tusende	thousandth

**Months**

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

**Days**

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

**Seasons**

vår	spring	höst	autumn
sommar	summer	vinter	winter

**Time**

timme	hour	månad	month
dag	day	år	year
vecka	week		

REFERENCES.—Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader* (1938); Edwin J. Vickner, *Simplified Swedish Grammar* (1946); Walter E. Harlock, *Svensk-Engelsk Ordbok* (1947); Axel Johan Uppvall, *Swedish Phonology* (1938).



## TURKISH

Ey, Türk Gençliği, birinci vazifen Türk istiklâlini, Türk Cümhuriyetini ilelebet muhafaza ve müdafaa etmektir. Birgün İstiklâl ve Cümhuriyeti müdafaa mecburiyetine düşersen, vazifeye atılmak için içinde bulunacağın vaziyetin imkân ve şeraitini düşünmeyeceksin. Mevcudiyetinin ve istikbâlinin yegâne temeli budur. Bu temel senin en kıymetli hazinendir.<sup>1</sup>—K. Atatürk.

### Alphabet and pronunciation

A	a	<i>a</i> in father	L	l	<i>l</i> in link
Â	â	see Special characters	M	m	<i>m</i> in man
B	b	<i>b</i> in bed	N	n	<i>n</i> in no
C	c	<i>j</i> in judge	O	o	<i>o</i> in or
Ç	ç	<i>ch</i> in church	Ö	ö	like German <i>ö</i> or French <i>eu</i>
D	d	<i>d</i> in do	P	p	<i>p</i> in pin
E	e	<i>e</i> in red	R	r	<i>r</i> in red, somewhat more trilled than in English
F	f	<i>f</i> in far	S	s	<i>s</i> in sun
G	g	<i>g</i> in go	Ş	ş	<i>sh</i> in shall
Ğ	ğ	<i>y</i> in yet, between front vowels ( <i>i, e, ü, ö</i> ); silent or voiced spirant between back vowels ( <i>ı, a, u, o</i> ); after a vowel, final or before a consonant, prolongs the vowel	T	t	<i>t</i> in tin
H	h	<i>h</i> in hat	U	u	<i>u</i> in push
İ	ı	<i>i</i> in machine	Û	û	see Special characters
I	ı	<i>i</i> in sir	Ü	ü	like German <i>ü</i> or French <i>u</i>
J	j	<i>z</i> in azure	V	v	<i>v</i> in van, sometimes more like <i>w</i>
K	k	<i>k</i> in kit	Y	y	<i>y</i> in yet or boy
			Z	z	<i>z</i> in zeal
				'	like glottal catch "uh-oh"

### Special characters

Turkish uses the Latin alphabet with the addition of the following special characters: Â â, Ç ç, Ğ ğ, İ ı, Ö ö, Ş ş, Û û, and Ü ü. The characters Ğ ğ occur also as Ğ ğ. Note the characters İ I, ı i. The circumflex accent (^) is frequently used over vowels. It sometimes indicates prolongation of the vowel, sometimes palatal (*y*-like) pronunciation of neighboring *k, g, or l*. Turkish orthography uses no digraphs.

### Vowels and consonants

The vowel letters are *a, â, e, i, ı, o, ö, u, û, and ü*. The remaining letters of the alphabet are consonants. The apostrophe ('), which indicates hiatus or slight glottal catch, counts as a consonant.

<sup>1</sup>[TRANSLATION:] O, Turkish Youth, your first duty is to look after and eternally to protect the Turkish Independence. If one day you are called upon to defend the Republic and the Independence, you will take over your duty neither flinching nor being deterred by any circumstances or situations in which you may find yourselves. This is the only foundation to your existence and future. This foundation is your most valuable treasure.

### Consonantal units

For the purposes of syllabification, there are no consonantal units in Turkish, although in foreign words deference is shown to consonantal units according to the language of origin.

### Rules for syllabification

1. Turkish, not having diphthongs, digraphs, or consonantal units, has no groups of vowels or consonants which may not be divided, provided division conforms to rules 2 to 8 below.

2. Division is made on a vowel before a single consonant: *ha-va*, *zi-ya*, *sa-kin*.

3. In a group of two or more consonants, division is made before the last consonant: *bil-mek*, *bil-lâr*, *ört-mek*, *sat-hî*, *sal-ya*, *bey-yine*.

4. Vowels may be divided: *ma-ani*, *mu-af*.

5. Turkish has no prefixes in the conventionally accepted sense. The negative particle *gayri*, however, acts as a prefix and is kept intact: *gayri-matbu*.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *göz-ağrısı*.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *fa-brika*, *am-plifikatör*, *ka-blo*, *tel-graf*, *boy-skant*. In this rule are also included scientific and technical words, which editors prefer to treat etymologically: *pan-kreas*, *proto-plasma*.

8. Division may be made on the apostrophe indicating hiatus: *mes'-ul*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

A-ce-mis-tan	(2, 3)	Is-tan-bul	(3, 3)
a-kort-la-mak	(3, 2)	i-yi-leş-mek	(2, 3)
A-la-man-ya	(2, 2)	ır-ga-la-mak	(3, 2, 2)
alt-mış-al-tı	(3, 6, 3)	kü-tüp-ha-ne	(2, 3, 2)
A-me-ri-kan	(2, 2)	lâ-a-let-ta-yin	(4, 2, 3, 2)
an'-a-nan	(8, 2)	li-to-ğra-fi	(2, 7, 2)
an-fi-te-atr	(3, 2, 4)	ma-no-me-tre	(2, 2, 7)
An-gli-kan	(7, 2)	man-ye-zi-um	(3, 2, 4)
An-ka-ra	(3, 2)	ma-te-ri-ya-list	(2, 2, 2, 2)
an-si-klo-pe-di	(3, 7, 2, 2)	me-bus-luk	(8, 3)
as-ri-leş-tir-mek	(3, 2, 3, 3)	met-he-dil-mek	(3, 2, 3)
baş-ağ-rı-sı	(6, 3, 2)	me-tro-po-lit	(7, 2, 2)
baş-lı-ba-şı-na	(3, 2, 2, 2)	met-ruk-kü	(3, 3)
be-ra-et	(2, 4)	mev-su-ki-yet	(3, 2, 2)
bey-yi-ne	(3, 2)	mo-no-plân	(2, 7)
bil-kül-li-ye	(3, 3, 2)	mu-sah-hah	(2, 3)
bi-na-en-a-leyh	(2, 4, 6, 2)	mü-el-lef	(4, 3)
bi-pa-yan	(2, 2)	nes-het-mek	(3, 3)
Bir-le-şik	(3, 2)	or-to-ğraf	(3, 7)
bi-ta-raf-lik	(2, 2, 3)	pro-to-plas-ma	(2, 7, 3)
can-a-cı-sı	(6, 2, 2)	ri-a-ye-ten	(4, 2, 2)
cüm-hu-ri-ye-ti	(3, 2, 2, 2)	ser-best-çe	(3, 3)
çağ-rıl-mak	(3, 3)	tak-si-me-tre	(3, 2, 7)
dağ-a-la-sı	(6, 2, 2)	tay-ya-re-ci-lik	(3, 2, 2, 2)
Dev-let-ler	(3, 3)	türk-çe-si	(3, 2)
ec-ne-bi-lik	(3, 2, 2)	türk-çü-lük	(3, 2)
el-al-tın-dan	(6, 3, 3)	us-ta-lık-lı	(3, 2, 3)
en-ter-nas-yo-nal	(3, 3, 3, 2)	uz-laş-tır-mak	(3, 3, 3)
fa-bri-ka-tör	(7, 2, 2)	ü-leş-tir-mek	(3, 3)
gay-ri-ka-bil	(3, 5, 2, 2)	ül-tra-vi-yo-le	(7, 2, 2, 2)
ha-yır-lı	(2, 3)	va-kit-siz	(2, 3)
hay-si-yet	(3, 2)	Vaş-ing-ton (or Vash-ing-ton)	(7, 3)
hü-kû-met	(2, 2)	ya-ra-şik-sız	(2, 2, 3)
ih-ba-ri-ye	(3, 2, 2)	ye-tiş-mek	(2, 3)

### Stress and diacritics

Stress is not marked in Turkish orthography. The only diacritics are the dieresis, cedilla, and circumflex, all of which are explained under Special characters.

### Capitalization

Capitalization is practically as in English, but proper adjectives are lower-cased.

### Punctuation

Punctuation is similar to that in English, but the comma and dash are used somewhat more frequently than in English.

### Abbreviations

A. Ş.	Anonim Şirket, anonymous firm; Inc.	Ml.	Matmazel, Miss
a y n.	aynı müellif, the same author; idem	Mm.	Madam, Mrs.
B.	Bey (Bay), Sir, Mr.	msl.	meselâ, for example, e. g.
B. D.	Birleşik Devletler, United States	No.	Nümero, number
Bl.	Bölük, Company, Co.	Pş.	Paşa, Pasha
Gn.	Genel, General	s.	sahife, page
H z.	Hazretleri, His Excellency, His Majesty	sk.	sokak, street
ilv.	ilâve, supplement	sm.	santimetre, centimeter
km.	kilometre, kilometer	Şsi.	Şürekası, Company, Co.
M.	Mösyö, Monsieur, Mr.	T. C.	Türkiye Cumhuriyeti, The Republic of Turkey
		T. L.	Türk Lirası, Turkish pound
		v. b.	ve başkalar, and others, et al.
		v. s.	ve saire, etc.

### Cardinal numbers

bir	one	otuz	thirty
iki	two	kırk	forty
üç	three	elli	fifty
dört	four	altmış	sixty
beş	five	yetmiş	seventy
altı	six	seksen	eighty
yedi	seven	doksan	ninety
sekiz	eight	yüz	hundred
dokuz	nine	yüz bir, etc.	one hundred and
on	ten		one, etc.
on bir	eleven	iki yüz, etc.	two hundred, etc.
on iki	twelve	bin	thousand
on üç, etc.	thirteen, etc.		
yirmi	twenty		
yirmi bir, etc.	twenty-one, etc.		

### Ordinal numbers <sup>2</sup>

birinci	first	on birinci	eleventh
ikinci	second	on ikinci <sup>1</sup>	twelfth
üçüncü	third	on üçüncü, etc.	thirteenth, etc.
dördüncü	fourth	yirminci	twentieth
beşinci	fifth	yüzüncü, etc.	hundredth, etc.
altıncı	sixth	bininci, etc.	thousandth, etc.
yedinci	seventh		
sekizinci	eighth		
dokuzuncu	ninth		
onuncu	tenth		

### Months

Ocak (Kânunsani)	January	Temmuz	July
Şubat	February	Ağustos	August
Mart	March	Eylül	September
Nisan	April	Ekim (Teşrinevel)	October
Mayıs	May	Kasım (Teşrinsani)	November
Haziran	June	Aralık (Kânunevel)	December

<sup>2</sup> The ordinals are formed regularly from the cardinals by the addition of *-inci*, *-uncu*, or *-üncü*. in accordance with the principle of vowel harmony.



**Days**

Pazar	Sunday	Perşembe	Thursday
Pazartesi	Monday	Cuma	Friday
Salı	Tuesday	Cumartesi	Saturday
Çarşamba	Wednesday		

**Seasons**

ilkbahar	spring	sonbahar	autumn
yaz	summer	kış	winter

**Time**

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		

REFERENCES.—N. A. McQuown and Sadi Koylan, *Spoken Turkish* (1944); A. Vahid Moran, *Türkçe-İngilizce Sözlük* (1945); James W. Redhouse, *Lûgati, İngilizce-Türkçe* (1950); F. Heuser und İ. Şevket, *Türkisch-Deutsches Wörterbuch* (Istanbul, 1942).

## SLAVIC LANGUAGES AND THEIR ALPHABETS

The Slavic languages are usually divided into three groups:

(a) West Slavic, which includes Polish, Sorb or Wendish (also called Lusatian), Czech, and Slovak; Polabian, now extinct, also belongs to this group, as do Kashubian (almost extinct) and Slovincian (extinct). Polish is the language of Poland. Sorb or Wendish is spoken along the river Spree in both Upper and Lower Lusatia. Czech and Slovak are two separate, though very similar, languages; Czech is spoken in western and central Czechoslovakia (Bohemia and Moravia), and Slovak in the eastern part of the country (Slovakia). Polabian was spoken in the regions adjacent to the Elbe River. Kashubian and Slovincian were found in the region around Danzig in Pomerania.

(b) East Slavic, which comprises Russian, Ukrainian, and White Russian. Russian is spoken throughout the Soviet Union, but was originally native only to central and northern European Russia. White Russian is spoken in the White Russian Soviet Socialist Republic. Ukrainian is found in most of the Ukrainian Soviet Socialist Republic; the variety of Ukrainian spoken in what was formerly sub-Carpathian Russia in Czechoslovakia was often referred to as Ruthenian. Ukrainian was formerly called Little Russian, and Russian proper was then designated as Great Russian.

(c) South Slavic, which includes Slovene, Serbo-Croatian, Macedonian, and Bulgarian. Serbo-Croatian is a single literary language, the Serbian areas writing it in the Cyrillic alphabet, while the Croatian areas use the Latin alphabet (in the form given as transliteration for Serbian Cyrillic). Serbo-Croatian is the language of all Yugoslavia, but Slovene is used in Slovenia (northwest Yugoslavia) and Macedonian in Macedonia (southeast Yugoslavia). Bulgarian is spoken in Bulgaria.

The West Slavic languages and Slovene and Croatian have always been written in the Latin alphabet. The other Slavic languages use modern forms of Cyrillic. Cyrillic was devised in the 10th century, being based on the Greek alphabet. It was created for the purpose of writing Old Macedonian, which is usually called Old Church Slavic, and the old form of the alphabet, not given below, is now found only in printed ecclesiastical materials. Old Church Slavic is sometimes called Old Church Slavonic.

### Slavic (Cyrillic) alphabets

Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; formerly also used: І і, Ъ ъ, Ѳ ѳ, Ѵ ѵ

Ukrainian: А а, Б б, В в, Г г, Д д, Е е, Є є, Ж ж, З з, И и, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ю ю, Я я, ’; formerly also used: І і, І і

White Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ў ў, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ы ы, Ь ь, Э э, Ю ю, Я я; formerly also used: Ё ё

Bulgarian: А а, Б б, В в, Г г, Д д, Е е, З з, Ж ж, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ь ь, Ю ю, Я я; formerly also used: Ъ ъ, Ж ж, І-Ѥ і-ѥ

Macedonian: А а, Б б, В в, Г г, Ѓ ѓ, Д д, Е е, Ж ж, З з, С с, И и, Ј ј, К к, Ќ ќ, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш, ’

Serbian: А а, Б б, В в, Г г, Д д, Ѓ ѓ, Е е, Ж ж, З з, И и, Ј ј, К к, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, Ћ ћ, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш

The Cyrillic alphabet has been adopted recently in the Union of Soviet Socialist Republics for use with various non-Slavic languages, such as Moldavian, Kirghiz, Tajik, Mongolian, and others. Usually the Russian form is used as a base, with special letters added as needed.

### Transliteration of Cyrillic alphabets

The transliteration given first place here is that of the United States Board on Geographic Names, adopted in 1944. It is identical with that used by the (British) Permanent Committee on Geographical Names, adopted about the same time. The Board on Geographic Names transliteration has been officially adopted only for Russian, Bulgarian, and Serbian; for the other languages here given it is applied by extending the same principles and supplying new symbols or digraphs as needed. Certain additions to avoid possible ambiguity are also given.

The Library of Congress uses a transliteration that differs at certain points from that of the Board on Geographic Names. These differences are indicated.

In works on Slavic in the fields of linguistics and philology, still other transliterations are used. These are also indicated, the word "linguistics" being used to mean linguistics and philology.

In the list below, the transliterated symbol holds for all six languages when it is not marked. Where different uses are recommended for different languages, or where a letter is used only in some of the languages, these facts are stated.

### Alphabets, pronunciation, and transliteration

А	а	<i>a</i>
Б	б	<i>b</i>
В	в	<i>v</i>
Г	г	<i>g</i> in Russian, Bulgarian, Macedonian, and Serbian; <i>h</i> in White Russian and Ukrainian; linguistics, always <i>g</i>
Ґ	ґ	<i>g</i> in White Russian and Ukrainian only; no longer used; linguistics, <i>ḡ</i>
Ѓ	ѓ	<i>g'</i> in Macedonian only; linguistics, <i>ḡ</i>
Д	д	<i>d</i>
Ђ	ђ	<i>ot</i> or <i>dj</i> in Serbian only; Library of Congress and linguistics, <i>ḏ</i>
Е	е	<i>ye</i> in Russian initially and after a vowel or ъ or ь, <i>e</i> elsewhere; in White Russian, always <i>ye</i> ; in the other languages, always <i>e</i> ; Library of Congress and linguistics, always <i>e</i>
Ё	ё	<i>ye</i> and <i>ě</i> in Russian, as for <i>ye</i> and <i>e</i> ; in White Russian, <i>ye</i> ; not used elsewhere; Library of Congress, always <i>ě</i> ; linguistics, <i>ě</i> or <i>ē</i>
Є	є	<i>ye</i> in Ukrainian only; Library of Congress, <i>ȳ</i> ; linguistics, <i>ě</i> or <i>je</i>



Ж	ж	<i>zh</i> ; linguistics, <i>ž</i>
З	з	<i>z</i>
С	с	<i>dz</i> in Macedonian only; linguistics, <i>ž</i> or <i>dz</i>
И	и	<i>i</i> , except in Ukrainian, where it is <i>y</i> ; linguistics, always <i>i</i>
Ї	ї	<i>y</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ȳ</i> ; linguistics, <i>ȳ</i> and <i>j</i>
І	і	<i>ī</i> in Ukrainian and Russian; <i>i</i> in White Russian; not used elsewhere; no longer used in Russian; Library of Congress and linguistics, <i>ī</i>
Ї	ї	<i>yi</i> in Ukrainian only; no longer used; Library of Congress, <i>ȳ</i> ; linguistics, <i>i</i> and <i>ji</i>
Ј	ј	<i>j</i> in Macedonian and Serbian only
К	к	<i>k</i>
К'	к'	<i>k'</i> in Macedonian only; linguistics, <i>k</i>
Л	л	<i>l</i>
Љ	љ	<i>l</i> or <i>lj</i> in Macedonian and Serbian only; Library of Congress and linguistics, <i>l</i>
М	м	<i>m</i>
Н	н	<i>n</i>
Њ	њ	<i>nj</i> or <i>nj</i> in Macedonian and Serbian only; Library of Congress, <i>nj</i> ; linguistics, <i>nj</i>
О	о	<i>o</i>
П	п	<i>p</i>
Р	р	<i>r</i>
С	с	<i>s</i>
Т	т	<i>t</i>
Њ	њ	<i>é</i> in Serbian only
У	у	<i>u</i>
Ў	ў	<i>w</i> in White Russian only; Library of Congress, <i>ũ</i> ; linguistics, <i>u</i>
Ф	ф	<i>f</i>
Х	х	<i>kh</i> ; linguistics, <i>x</i> and <i>ch</i>
Ц	ц	<i>ts</i> ; Library of Congress, <i>ts̄</i> ; linguistics, <i>c</i> ; to avoid ambiguity, Cyrillic <i>tc</i> may be transliterated as <i>t.s</i> , or the Library of Congress symbol for <i>ц</i> may be used
Ч	ч	<i>ch</i> , except <i>č</i> in Macedonian and Serbian; linguistics, <i>č</i>
Џ	џ	<i>dž</i> in Macedonian and Serbian only; linguistics, <i>ǰ</i>
Ш	ш	<i>sh</i> , except <i>š</i> in Macedonian and Serbian; linguistics, <i>š</i> ; Library of Congress uses <i>sh̄</i> in Ukrainian to avoid ambiguity with <i>cr=sh</i>
Щ	щ	<i>shch</i> in Russian, White Russian, and Ukrainian; <i>sht</i> in Bulgarian; not used in Macedonian and Serbian; linguistics, <i>š</i> and <i>šč</i> (or <i>št</i> for Bulgarian)
Ъ	ъ	double apostrophe (") in Russian and Bulgarian; not used elsewhere; Library of Congress, " ; linguistics, <i>ŭ</i>
Ы	ы	<i>y</i> in Russian and White Russian only
Ь	ь	single apostrophe ('); not used in Macedonian and Serbian; Library of Congress, ' ; linguistics, <i>ȳ</i>
Ѣ	ѣ	<i>yē</i> and <i>ē</i> in Russian, no longer used; <i>ye</i> in Bulgarian, no longer used; not used elsewhere; Library of Congress, <i>ȳe</i> ; linguistics, <i>ē</i>
Ѥ	ѥ	<i>e</i> in Russian (or <i>è</i> to avoid ambiguity); <i>è</i> in White Russian; not used elsewhere; Library of Congress, <i>è</i> ; linguistics, <i>è</i>

Ю	ю	<i>yu</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ŭ</i> ; linguistics, <i>ŭ</i> and <i>ju</i>
Я	я	<i>ya</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ŭ</i> ; linguistics, <i>ä</i> and <i>ya</i>
Ѡ	Ѡ	<i>ŷ</i> in Russian only; no longer used
Ѳ	Ѳ	<i>ŷ</i> in Russian only; no longer used
Ѣ	Ѣ	<i>ä</i> in Bulgarian only; no longer used; Library of Congress, <i>ŷ</i> ; linguistics, <i>ø</i>
І-Ѥ	І-Ѥ	<i>yä</i> in Bulgarian only; no longer used; linguistics, <i>ø</i> or <i>jø</i>
		Ukrainian and Macedonian only, instead of older Ѣ; trans-literate by double apostrophe (''), single apostrophe (') is used for Ѣ in Ukrainian; linguistics, '

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The old form of Cyrillic used for Old Church Slavic had letters similar in shape to а, б, в, г, д, е, ж, з, с, и, і, к, л, м, н, о, п, р, с, т, у, ф, х, ц, ч, ш, щ, ѡ, Ѣ, Ѥ, Ѧ, ю, Ѩ, І-Ѥ, Ѧ, and Ѧ. In addition there were Ѡ (Greek) = *ō*, ѡ (equal to modern я), І-е (equal to Ukrainian е), ѡ = *ē* (nasal *e*), ѡ = *ŷ* (*ye* or *je*), ѡ (Greek) = *ks* (*x*); ѡ (Greek) = *ps*; ѡ appeared as ѡ or ѡ, and also as ѡ (ѡ, ѡ, ѡ). A still older form of this alphabet, the Glagolitic, has letter shapes that are very different from those of the original Greek or modern Cyrillic; this alphabet lacked the letters Ѡ, ѡ, І-а, І-е, ѡ, ѡ, but had a letter corresponding to Serbian ѡ.







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